

# CT Submissions Guide

April 2023

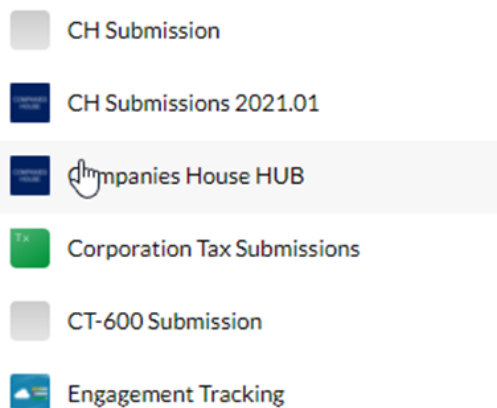
# Corporation Tax Submissions Module

## Introduction:

Introducing the new version of the Corporation Tax Submission Module, which will link the Working Papers Corporation Tax template to the Cloud Corporation Tax Submissions application, where a user can then submit their Tax return to HMRC.

The new Corporation Tax Submission Module is a replacement of the CT-600 Submission Module with user interface enhancements. To access the new Submission Module by opening using the Assemble button in the CT wizard to either create a new submission, recreate a submission if one already exists for the engagement and selecting to recreate in the following message, or when a submission has been created, select to not recreate the submission to be taken to the existing submission.

The secondary method to navigate to the new submissions module is within Caseware Cloud, opening the side menu, and selecting the Corporation Tax Submissions option.



### Viewing Submissions:

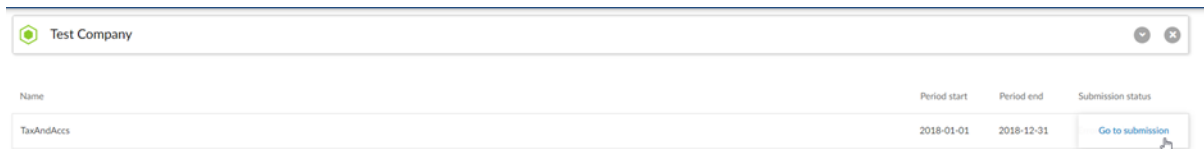
When opening the Corporation Tax Submission Module via Caseware Cloud, once the application opens, it will immediately load the user’s most recent entity, and obtain a list of all Corporation Tax Submissions made under that entity.



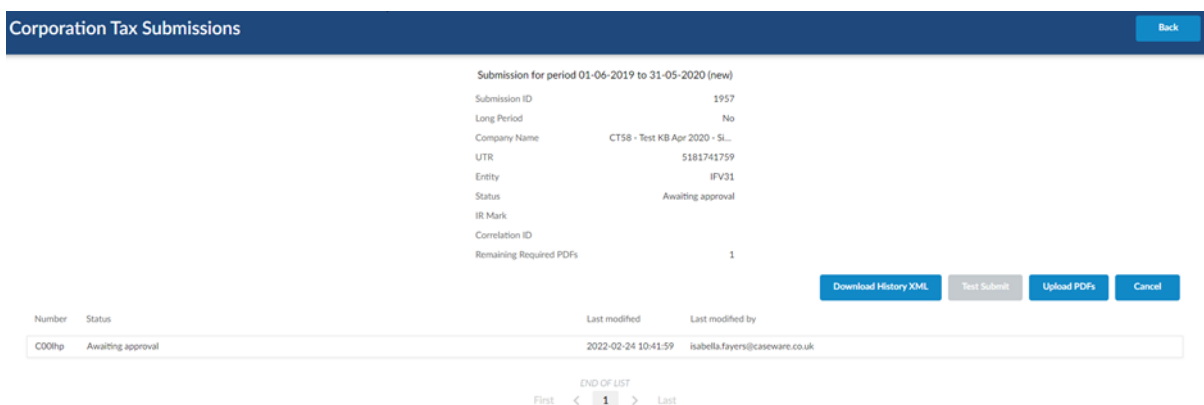
To change an entity, click on the X button on the entity lookup selector, and either click on the down facing arrow button to view a list of all entities to select from, or type in an entity name, and the drop down list will appear with options of auto-completed options.



Once an entity has been selected with a desired submission, hover over the submission’s row, and click the “Go to submission” option.



Once clicked, the application will load that submission’s details.



To return to the list of submissions, click on the “Back” button in the top right of the application.

### Creating a Submission

After the user has signed into the cloud and the user has completed all sections of the Corporation Tax Wizard in Working Papers, they must ensure that the Working Papers Engagement is linked to a Cloud Entity via the Engagement Properties section:

Once linked, go into the Corporation Tax Wizard, and complete all fields in the Completion and submission section before locking the file and ensure that the Client number has been entered .

Once the completion section has been locked, click Assemble to begin the submission process. During this stage the Working Papers Engagement will generate an XBRL of the computations, if specified, and generate an XML of the Tax data that will be used to send to HMRC.

**CONTENTS**

	Page
<b>A Corporation tax computation</b>	
A1 Corporation tax payable/(repayable)	{T#}
A2 Profits chargeable to corporation tax	{T#}
<b>B Profit and loss account</b>	{T#}
<b>C Adjusted trading profits</b>	{T#}
C1 Research and development	{T#}
<b>D Additional information required for E-filing</b>	{T#}

	Ref	£
<b>A Corporation tax computation</b>		
<b>A1 Corporation tax payable/(repayable)</b>		
Profits chargeable to corporation tax	A2	1,000,000

After the XBRL and XML are generated, an interface will be available for you to select whether the submission is either a 'new' or an 'amended' submission, then click the New button.

**Submission Details**

Submission Type:

Submit Period to 31-03-2021:

Entity Number: EMT15

Entity Name: EMT Corp Training Limited

Entity Assignment: [Change](#)

< Back   Next >   Cancel

On the following screen, you will need to ensure that the attachments are correct and supply the information required as setup in the Completion and submission section of the CT Wizard, then click the 'Next' button.

Submit CT-600
✕

**Accounts Attachment**

Attachment Type:

---

**Computations Attachment**

Attachment Type:

Attachment File:  [browse](#)

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< Back
Next >
Cancel

Once this is done, Working Papers will go through and confirm the cloud integration options selecting from the Engagement Properties window. If the information is correct please click the Continue button to proceed. This will then begin uploading the XBRL and XML to the Cloud, and then open the cloud interface in a web browser and take you to the Tax Submissions Module.

CT-600 Submission
⌵ ⌵ ⌵

**Cloud and Integration Status**

**Cloud integration**
✓

Cloud URL: <https://uk.cwcloudpartner.com/uk-develop>

**User logged in**
✓

Username: RHayward@caseware.co.uk

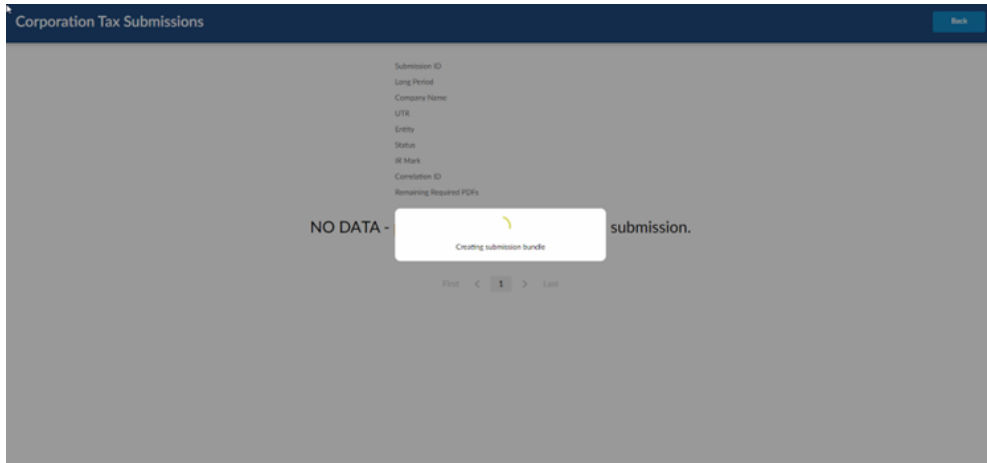
**Entity Assigned**
✓

Cloud Entity: EMT Corp Training Limited (EMT15)

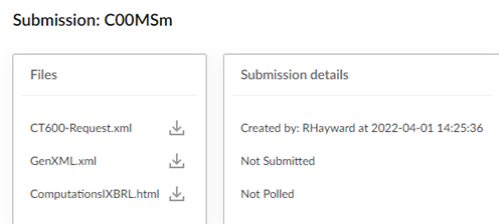
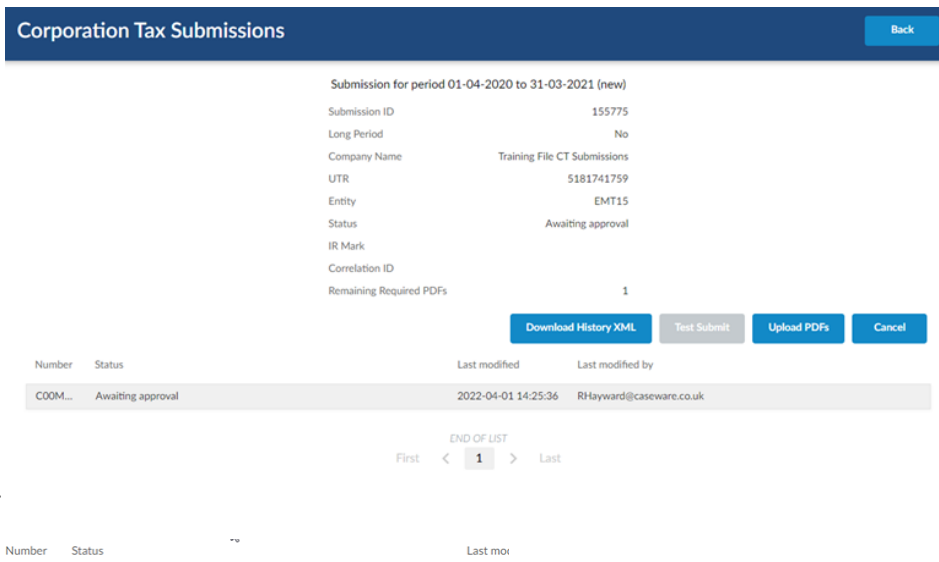
**Collaborate Entity**
✓

Collaborate Entity: 001113

Continue
Cancel



Once the submission bundle has been created, you will see a submission details section. This page shows the details of the current submission history will be shown, with the attempted submissions and the files used for these.

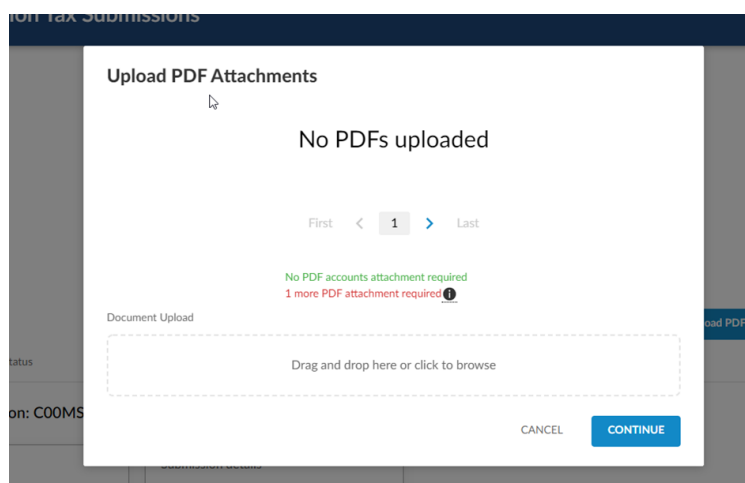


With the submission bundle having been created, you will have several options available:

- Download History XML – This is information regarding the history of the submission, including any previous attempts to submit. In the event of submission issues that require help from the Support Team, they will ask to be sent this history XML to help diagnose any potential issues.
- Test Submit – This option does a test submission to HMRC, **only** when a test submission is successful can you then do a live submission. When you hover the mouse over this button, it will inform you of how many PDFs are required to be attached, in the event of a two period submission, it will distinguish how many PDF attachments are required for each period.
- Upload PDFs – This option activates an interface so the user can attach PDFs.
- Cancel – This option would allow you to cancel the current attempt of the submission, once cancelled the user can then determine whether to recreate the submission using the XBRL and XML that were generated for the previous submission attempt by clicking the “Recreate” button on the application, or return to the associated Working Papers engagement, and recreate the submission from there.

### PDF Attachments:

To attach a PDF attachment, click the Upload PDFs button in the Corporation Tax Submission Module application, once clicked, an interface will open displaying a list of PDFs currently attached, a checklist of remaining PDFs required to attach, and an area where you can either click and drag a PDF into, or click on to open up file explorer to select a PDF.



The checklist in the PDF attachments interface will be colour coordinated, if the line is green, this would indicate that this requirement is complete, and requires no attention. Otherwise if the line is red, then this item in the checklist is required before a submission can be attempted. There are two possible items in the checklist:

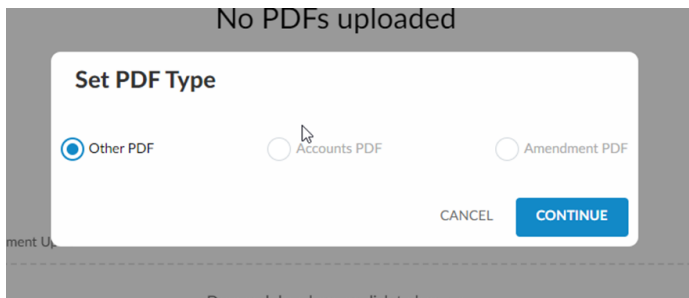
- PDF Accounts - attachment requirement, depending on the options selected in the wizard, if no Accounts XBRL has been supplied by the engagement, a PDF attachment will be required, once a PDF has been attached, this will then go green. If a set of XBRL Accounts has been provided, then this option will automatically be set to green.



- PDF attachment - , this line is for any other PDF attachments that are required due to selections in the CT Wizard, there is an information tooltip available to help determine which PDF attachments would be needed.

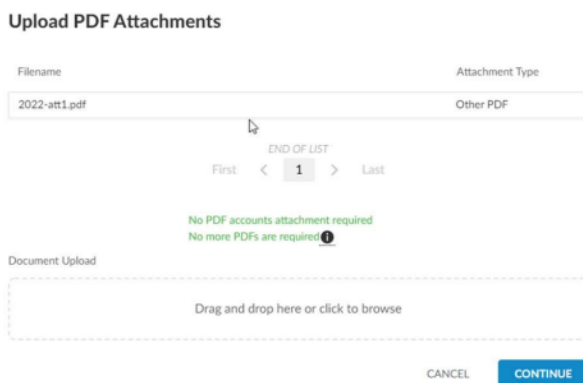


When a PDF is uploaded using the Document upload section, a set of options will be provided.

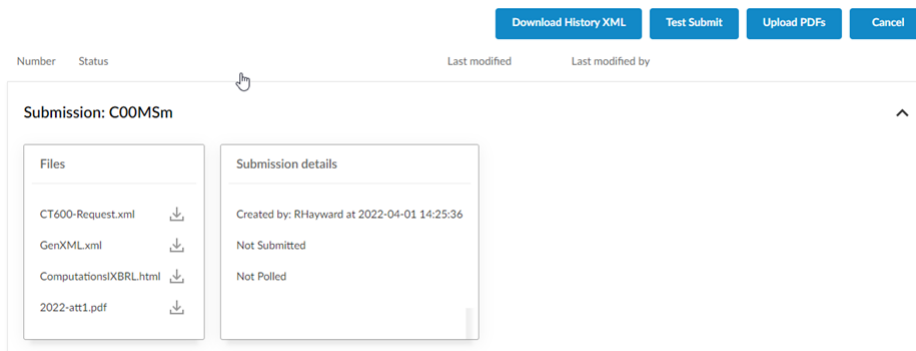


- Other PDF – This option is for any other PDF required by the CT Wizard, a list of these PDFs would have been provided in the information tooltip, as shown above.
- Accounts PDF – This option is for you to upload a PDF version of the accounts, if they chose not to provide a version of the accounts as an XBRL. The option will only be available if a set of Accounts PDF is required, and that there has not been a PDF uploaded for this option.
- Amendment PDF – This option is for you to amend a previously submitted PDF for this period. As such this option is only available for an “amended” submission.

Once you press continue, after selecting a PDF type, the interface will be refreshed, and you will be able to see the newly uploaded PDF in the PDF list, and the checklist will update according to the new list of PDF attachments.

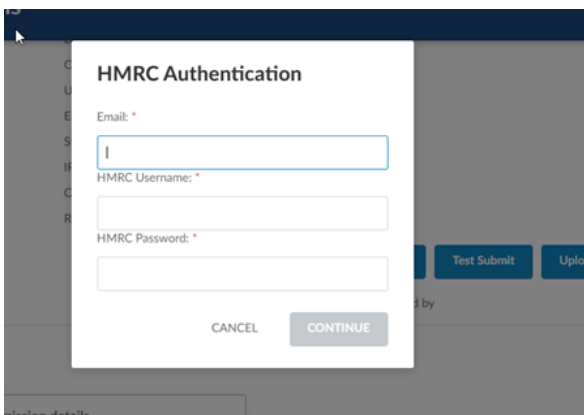


When all required PDFs are attached, you can click the “Continue” option, be returned to the submissions application, and will then be provided with the option to test submit. Additionally, if you expand the current submission’s row in the table, the PDFs will be listed there.

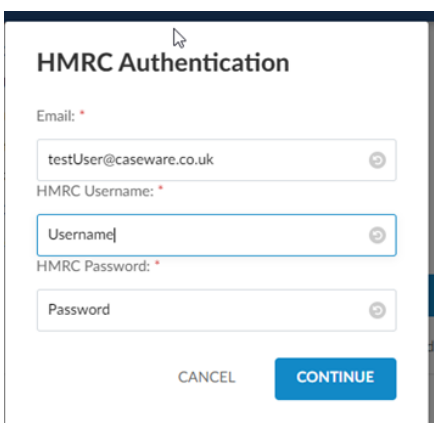


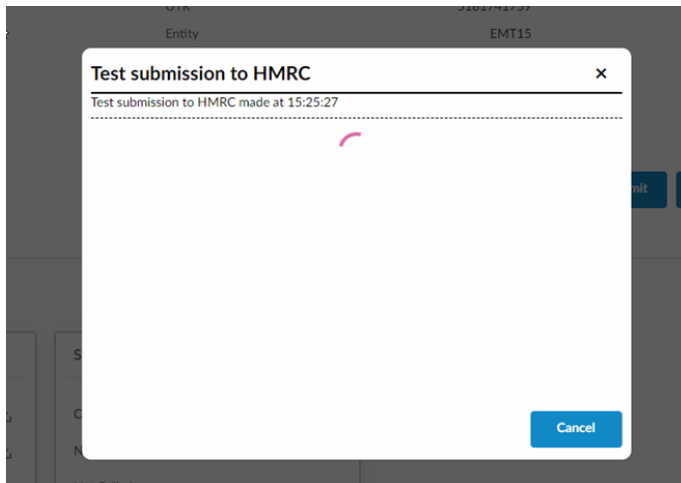
### Test submitting

Once the submission has been created, and all required PDFs are attached, you will then be able to click the “Test Submit” button, after which you will be provided with an interface where you are prompted to enter required HMRC credentials, which are the Email Address, HMRC Username and HMRC Password.

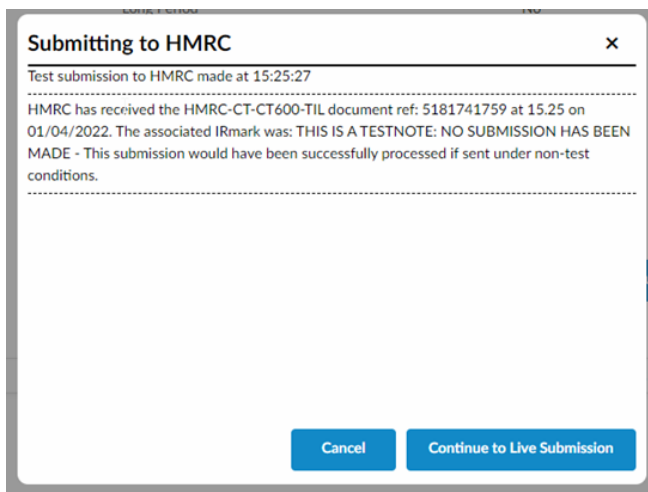


After filling in the credentials, the “Continue” option will be available, which will then start the test submission.

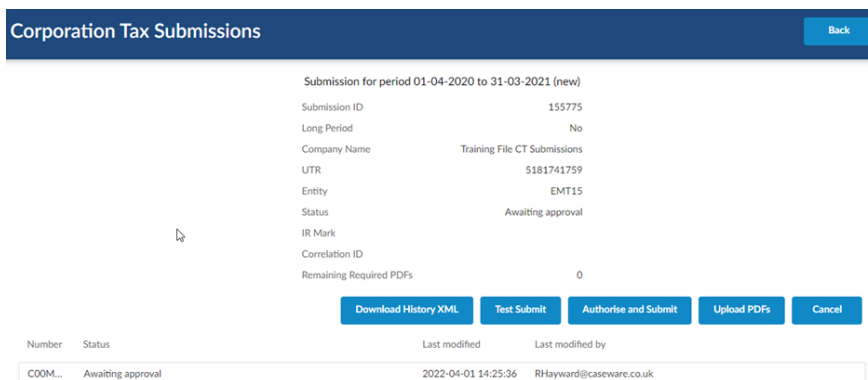




The test submission screen will then show the current stages of the submission, including the time of the initial submission, times of the following attempts to check the status of the submission, and finally confirmation of the test submission result.



If the result is that the submission has failed, you will be provided with a set of error messages that will inform you where in the given tax fields the issue resides. Otherwise, if the test submission was successful, you can then either "Cancel" which will take you back to the submission details screen or you can "Continue to Live Submission".



Clicking the “Authorise and Submit” option will confirm the HMRC credentials, which will be filled in with the same credentials that was used on the test submission, when clicking “Continue”, the Live Submission will begin.

The Caseware credentials do not allow live submission. You will need to obtain the correct credentials from HMRC.

### Cancelling a submission

After you have clicked the “Cancel” option, the submission will be cancelled and you will now be able to recreate the submission, either using the previous submission’s XBRL(s) and XML, or if there were changes to the tax data return to the Working Papers engagement for this submission, and recreating the required files there.

**Corporation Tax Submissions** Back

Submission for period 01-04-2020 to 31-03-2021 (new)

Submission ID	155775
Long Period	No
Company Name	Training File CT Submissions
UTR	5181741759
Entity	EMT15
Status	Submission cancelled
IR Mark	
Correlation ID	
Remaining Required PDFs	0

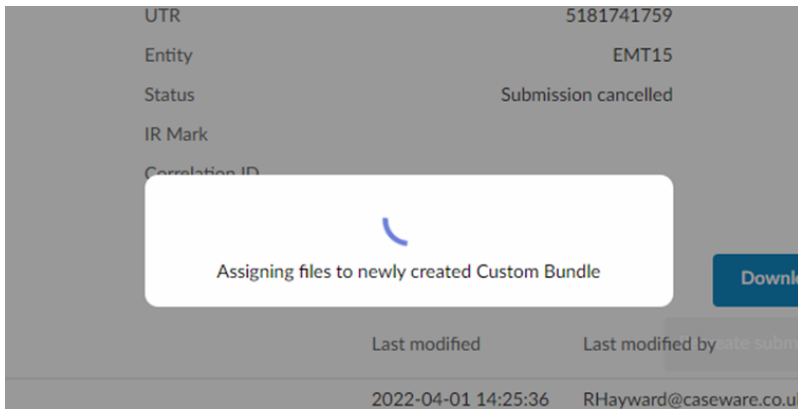
Download History XML Recreate submission

Number	Status	Last modified	Last modified by
CO0M...	Submission cancelled	2022-04-01 14:25:36	RHayward@caseware.co.uk

Download History XML Recreate submission

nodif: Recreate submission using previous submission's files

Once you have clicked “Recreate submission”, the page will start reassembling the submission, during which the interface will be locked down.



After completion the submission details will be repopulated, and the table below the submission details will have a new row, containing the new submission attempt's details.

Submission for period 01-04-2020 to 31-03-2021 (new)

Submission ID 155775  
 Long Period No  
 Company Name Training File CT Submissions  
 UTR 5181741759  
 Entity EMT15  
 Status Awaiting approval  
 IR Mark  
 Correlation ID  
 Remaining Required PDFs 1

Number	Status	Last modified	Last modified by
C00MSy	Awaiting approval	2022-04-01 15:39:45	RHayward@caseware.co.uk
C00M...	Submission cancelled	2022-04-01 14:25:36	RHayward@caseware.co.uk

Otherwise, if recreating the submission from the Working Papers engagement, after making any desired changes, return to the Completion and submission section of the Corporation Tax Wizard and click the assemble button.

**CT600 Declaration**

Authorised signatory's name   
 Status or capacity   
 Date of declaration

**Completion**

XBRL accounts attached   
 Reason:   
 Computations attached, this period   
 Tagged Detailed P&L submitted with Computation (Comp.)  
 CT600C Sect.1 - N.B. PDF Notices of Consent for Claim to group relief must be attached  
 Return contains estimated or provisional figures   
 Submitted by   
 File locked prior to assembly, by

**Submission**

Current submission status   
 Click button to assemble

Once assembled, once again go through the same steps of the process, as previously shown during the

Create submission phase.

### Two period submissions

A two period submission follows the same steps as a single period submission, with some added information required, once you have selected the options in the Completion and submission section of the Corporation Tax Wizard, and locked down the engagement, there are two options to assemble the submission, clicking either of the two will create a submission for both periods.

**Completion**

XBRL accounts attached  No  
 Reason:

Computations attached, this period  Yes

Tagged Detailed P&L submitted with Computation (Comp.)

CT600C Sect.1 - N.B. PDF Notices of Consent for Claim to group relief must be attached (for both periods)

Return contains estimated or provisional figures  No

Submitted by

**File locked prior to assembly, by**

**Submission - period to 31 Dec 20**

Current submission status

Click button to assemble

**Submission - period to 31 Mar 21**

Current submission status

Click button to assemble

The following interface will allow you to choose whether you are happy to submit for both periods, or to untick one of the periods, to do a single period submission.

Submit CT-600 ×

**Submission Details**

Submission Type:

Submit Period to 31-12-2020:

Submit Period to 31-03-2021:

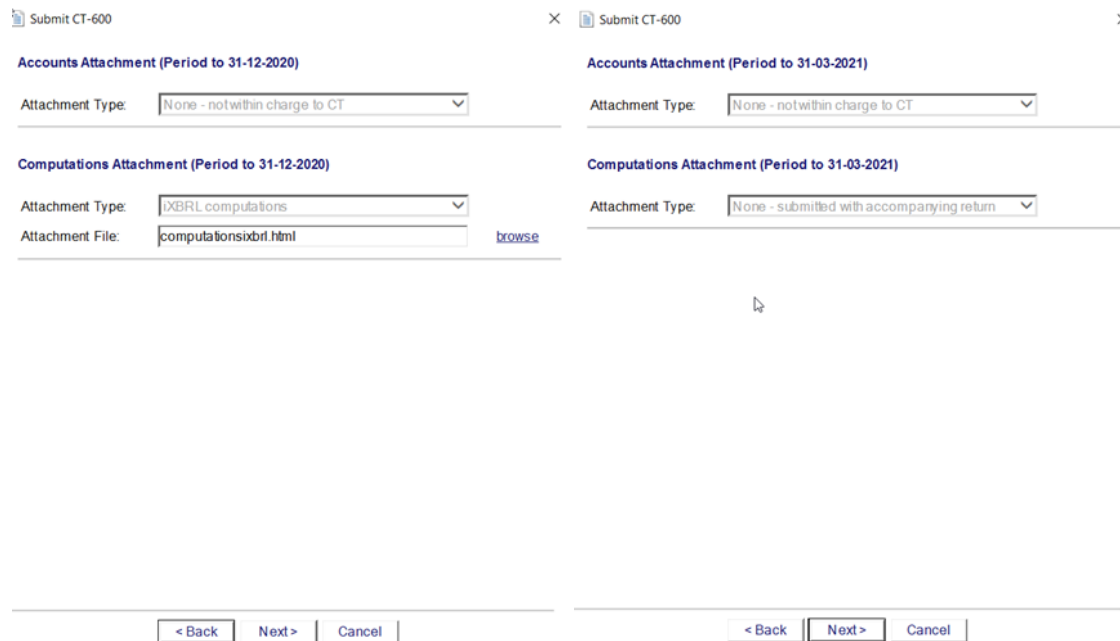
Entity Number: EMT15

Entity Name: EMT Corp Training Limited

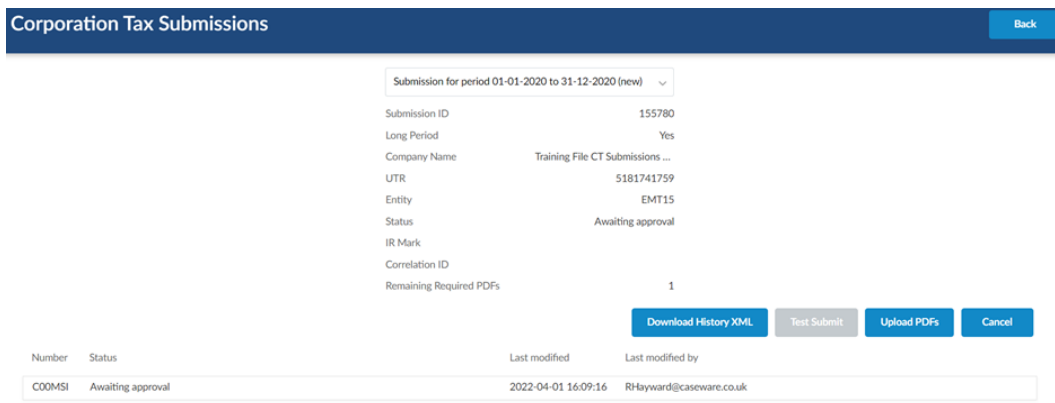
Entity Assignment: [Change](#)

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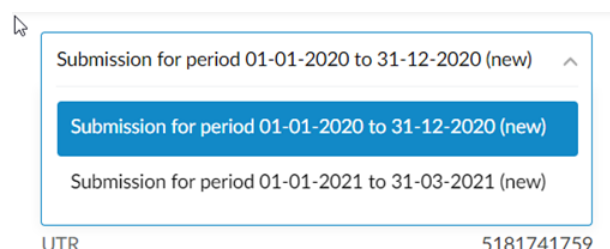
Confirm the supplied files for both periods in the following two interfaces (Each interface will state the period end date)



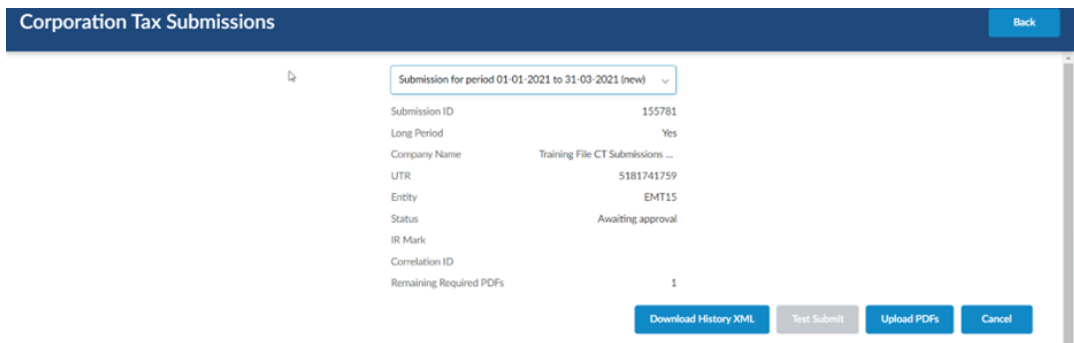
Once supplied files are confirmed, and you have confirmed the entity details, the Corporation Tax Submissions application will be opened, and the submission will be automatically created. The key difference on the following screen from a single period submission, is that in the submission details section of the application will be a dropdown menu where the user can select which submission period to review.



Clicking on the dropdown menu opens up a list containing the other submission period, where you can identify which option relates to which period using the supplied start and end dates of each period.



Selecting a period will switch to that period.

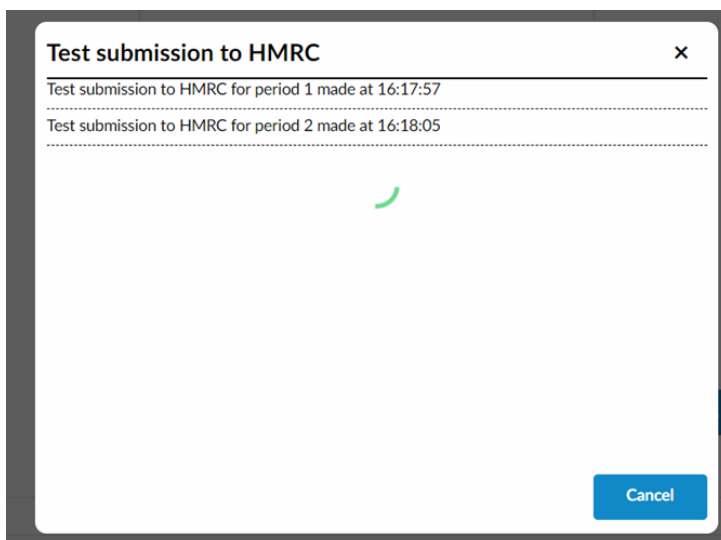


Hovering over the Test Submit option will state how many PDF attachments are required for each period.



To attach a PDF for a given period, use the dropdown menu to navigate to that period, and follow the steps for attaching PDFs.

Once all required PDFs are attached, click the Test Submit option in either of the submission period's interfaces. Either period will commence the test submission of both periods simultaneously. Fill in the HMRC Credentials as specified in the Test submission section of this guide, after which both test submissions will commence.



Once the test submission is successful, continue to the live submission.



**Submitting to HMRC**



Test submission to HMRC for period 1 made at 16:17:57

Test submission to HMRC for period 2 made at 16:18:05

Poll made at 16:18:30

HMRC has received the HMRC-CT-CT600-TIL document ref: 5181741759 at 16.18 on 01/04/2022. The associated IRmark was: THIS IS A TESTNOTE: NO SUBMISSION HAS BEEN MADE - This submission would have been successfully processed if sent under non-test conditions.

HMRC has received the HMRC-CT-CT600-TIL document ref: 5181741759 at 16.18 on 01/04/2022. The associated IRmark was: THIS IS A TESTNOTE: NO SUBMISSION HAS BEEN MADE - This submission would have been successfully processed if sent under non-test conditions.

Cancel

Continue to Live Submission