CT Submissions Guide April 2023

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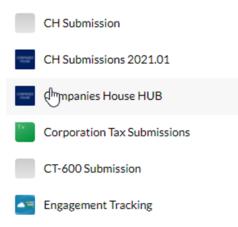
Corporation Tax Submissions Module

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.

orporation Tax Submissions				
Test Company				00
Name		Period start	Period end	Submission status
TaxAndAccs		2018-01-01	2018-12-31	Error submitting file
	DH0 OF LIST First < 1 > Last			

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.

Test Q	0 0
Test Company	
Unit Test Company	

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

Test Company			00
Name	Period start	Period end	Submission status
TaxAndAccs	2018-01-01	2018-12-31	Go to submission

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

Corpora	tion Tax Submissions							Back
		Submission for period 0	1-06-2019 to 31-05-2	2020 (new)				
		Submission ID		1957				
		Long Period		No				
		Company Name	CT58 - Test KB Apr	r 2020 - Si				
		UTR	:	5181741759				
		Entity		IFV31				
		Status	Avvail	ting approval				
		IR Mark						
		Correlation ID						
		Remaining Required PDFs		1				
					Download History XML	Test Submit	Upload PDFs	Cancel
Number	Status		Last modified	Last modified by				
C00lhp	Awaiting approval		2022-02-24 10:41:59	isabella.fayers@caseware.co.uk				
		ء First <	ND OF UST					

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:

Name/Address (Contact 1 Contact 2 R	eporting Dates	Period Balances	Prior Year Dates		
Cloud Estitu	EMT Corp Training L	imited (EMT1E)				
Cloud Entity:				~		
	Automatically syr entity	nc engagement p	roperties with th	e Cloud		
	Auto-publish afte	er integrating				
Engagement:	Training File CT Sub	omissions				
Operating	Training File CT Sub	Training File CT Submissions				
Address:						
City:		County:				
Post Code:		Country:				
Phone #:		Fax #:				
Home Page:				Go		
S.I.C.:		A.I.C.:				
Tax Jurisdiction:	UK	 Tax Entity: 	N/A	\sim		
Engagement Typ	e:	Client #:	001113			
E.I.N./BN:	112266	Tax Vendor	: N/A	\sim		
		OK	Cancel	Help		

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.

Completion and submission	0	-	
CT600 Declaration	0	۲	
Authorised signatory's name Harry Dawes			
Status or capacity Director			
Date of declaration 24 Mar 2023			
Completion			
iXBRL accounts attached No			
Reason: PDF attached with explanation			
Computations attached, this period Yes			
Tagged Detailed P&L submitted with Computation (Comp.)			
Return contains estimated or provisional figures No			
Submitted by Agent			
File locked prior to assembly, by Locked HD 24 Mar 23 at 10:05			
Submission			
Current submission status No submission in progress			
Click button to assemble Assemble			

н.,

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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.

	CW QA Ltd				Accounting period from 1 A	pr 2023 to 31 Mar 2024
١	11	Client setup	Worksheets	Computation	CT Forms	A
<	Client setup	CORPO	RATION TAX CO	MPUTATION	0	Contents
	CW QA Ltd					
	Corporation tax computation For the accounting period From 1 Apr 2023 to 31 Mar 2024			Submit CT-60	00	
				F	Preparing CT-600 Submission	
	Tax reference: 123 Client reference: 1					Please wait
	HMRC "IR Mark" (T	his is automatically reset eac	h time the submission is asser	nbled)		
_			Page Break: Next I	Page		
	CONTENTS					Page
Α	Corporation tax co	mputation				
	A1 Corporation t A2 Profits charge	tax payable/(repayable) eable to corporation tax				{T#} {T#}
в	Profit and loss acco	ount				{T#}
С	Adjusted trading p C1 Research and	rofits d development				{T#}
D	Additional informat	tion required for E-filing				{T#}
_			Page Break: Next 1	Page		
A	Corporation tax of	computation				
A1	Corporation tax p	payable/(repayable)		Ref	£	
	Profits chargeable	e to corporation tax		A2	1,000,000	F

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.

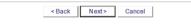
Submit CT-600		×
Submission Details		
Submission Type: Submit Period to 31-03-2021:	new Amended	
Entity Number: Entity Name: Entity Assignment:	EMT15 EMT Corp Training Limited <u>Change</u>	

< 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.

Corporation Tax Submissions Guide

	nt	
		Accounts Attachme
~	None - not within charge to CT	Attachment Type:
	hment	Computations Attac
~	iXBRL computations	Attachment Type:
browse		
~		Attachment Type:



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.

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			

Corporation Tax Submissions			Back
	Semisor 0 Long Priot UR Enviro Sena Sena Mana Remaind Repared PD/s Contra university hards Contra university hards	submission.	

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.

Corporation Tax Submiss	ons	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 Awaiting approval	
	IR Mark	
	Correlation ID	
	Remaining Required PDFs 1	
	Download History XML Test Submit Upload PDFs	Cancel
Number Status	Last modified Last modified by	
C00M Awaiting approval	2022-04-01 14:25:36 RHayward@caseware.co.uk	
lumber Status -••	END OF LIST First < 1 > Last	
Submission: C00MSm	ubmission details	
CT600-Request.xml	reated by: RHayward at 2022-04-01 14:25:36	
GenXML.xml 🕁 N	ot Submitted	

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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.

	Attachments	
	No PDFs uploaded	
	First < 1 > Last	
	No PDF accounts attachment required 1 more PDF attachment required	
Document Upload		
	Drag and drop here or click to browse	

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.

No PDF accounts attachment required
1 more PDF attachment required
PDF for Group Relief form

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

	No PDFs upload	ded
Set PDF Type	2	
Other PDF	Accounts PDF	Amendment PD
U		CANCEL CONTINUE

- 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.

Filename		Attachment Type
2022-att1.pdf		Other PDF
	R	
	END OF LIST	
	First < 1 > Last	
	No PDF accounts attachment required	
	No more PDFs are required	
cument Upload	No more PDFs are required	
cument Upload	No more PDFs are required	
cument Upload	~	
cument Upload	No more PDFs are required	se
cument Upload	~	se

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.

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)	nodified Last modified	d by		^
				^
ubmission details				
reated by: RHayward at 2022-04-01 14:25:36 ot Submitted				
ot Polled				
ot	Submitted	Submitted	Submitted	Submitted

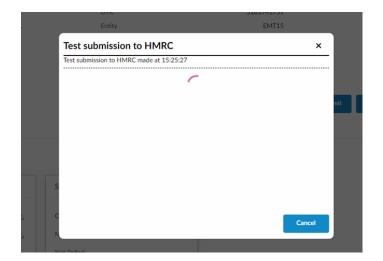
Test submitting

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.

HMRC	Authentication		
Email: *			
I			
HMRC Userr	iame: *		
HMRC Passy	uordi *		
FINING Passy	1010.		Test Submit
			i by
	CANCEL	CONTINUE	

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

Email: *		
testUser@casew	are.co.uk	Ø
HMRC Username:	•	
Username		Θ
HMRC Password:	•	
Password		0
	CANCEL	CONTINUE



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.

Submitting to HMRC	•
Test submission to HMRC made at 15:25:27	-
HMRC has received the HMRC-CT-CT600-TIL document ref: 5181741759 at 15.25 on 01/04/2022. The associated IRmark was: THIS IS A TESTNOTE: NO SUBMISSION HAS BEI	EN
MADE - This submission would have been successfully processed if sent under non-test conditions.	
Cancel Continue to Live Submission	

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".

Corporation Tax Submissions					Back
	Submission for period 01-04-20	20 to 31-03-2021 (new	N)		
	Submission ID	1557	75		
	Long Period		No		
	Company Name	Training File CT Submissio	ins		
	UTR	51817417	59		
	Entity	EMT	15		
	Status	Awaiting appro	val		
\square	IR Mark				
	Correlation ID				
	Remaining Required PDFs		0		
	Download History XML	Test Submit	Authorise and Submit	Upload PDFs	Cancel
Number Status	Last mod	ified Last mod	dified by		
C00M Awaiting approval	2022-04-	01 14:25:36 RHaywa	rd@caseware.co.uk		



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.

Email: *				
testUser@casev	unne en sels			
HMRC Username			-	
Username		Θ		
HMRC Password:	• راس			
Password		Ð		

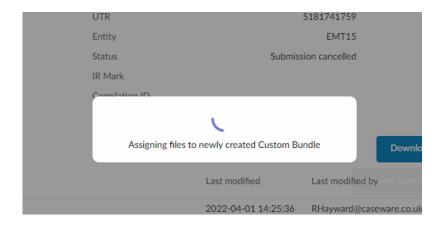
The Caseware credentials do not allow live submission. You will need to obtain the correct credentials from HMRC.

Cancelling a submission

Afteryou 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.

				Back
Submission for period (01-04-2020 to 31-03-2	2021 (new)		
Submission ID		155775		
Long Period		No		
Company Name	Training File CT Submissions 5181741759			
UTR				
Entity		EMT15		
Status	Submissi	on cancelled		
IR Mark				
Correlation ID		10		
Remaining Required PDFs		0		
			Download History XML	Recreate submission
	Last modified	Last modified by	/	
	2022-04-01 14:25:36	RHayward@cas	eware.co.uk	
Recreate states	ssion			
	Submission ID Long Period Company Name UTR Entity Status IR Mark Correlation ID Remaining Required PDFs	Submission ID Long Period Company Name Training File CT UTR Status Submissi IR Mark Correlation ID Remaining Required PDFs Last modified 2022-04-0114:25:36	Long Period No Company Name Training File CT Submissions UTR SILL TATATAPP Entity EMT15 Status Submission cancel IR Mark C Correlation ID Remaining Required PDFs 0 Last modified Last modified b 2022-04-01 14:25:36 RHayward@cast	Submission ID 15575 Long Period No Company Name Training File CT Submission UTR S18174.1759 Entity EMT15 Status Submission cancelled IR Mark S Correlation ID S Correlation ID O Remaining Required PDF5 O Connotal History XML 2022-04-0114:25:38 RHayward@caseware.co.uk

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 31-03-2	2021 (new)			
		Submission ID		155775			
		Long Period		No			
		Company Name	Training File CT	Submissions			
		UTR	5	181741759			
		Entity		EMT15			
		Status	Await	ing approval			
		IR Mark					
		Correlation ID					
	L3	Remaining Required PDFs		1			
		Download Histor	ry XML Test Sul	omit Autl	horise and Submit	Upload PDFs	Cancel
Number	Status	L	ast modified	Last modified b	iy.		
C00MSy	Awaiting approval	2	022-04-01 15:39:45	RHayward@cas	seware.co.uk		
C00M	Submission cancelled	2	022-04-01 14:25:36	RHayward@cas	seware.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	Robert Hayward		
Status or capacity	Director		
Date of declaration	20 Jan 2022		
Completion			
XBRL accounts attached	No		
Reason: Not within charg	je to CT		
Computations attached, this pe	riod Yes		
Tagged Detailed P&L submitted	with Computation (Comp.)		
CT600C Sect.1 - N.B. PDF Notic	es of Consent for Claim to group relief must be attached		
Return contains estimated or pr	ovisional figures No		
Submitted by	Company		
File locked prior to assembly	, by Locked RH 1 Apr 22 at 11:44		
Submission			
Current submission status	Submission Uploaded		
Click button to assemble	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.

I	Completion	
1	XBRL accounts attached	No
1	Reason: Not within charge to CT	
1	Computations attached, this period	Yes
1	Tagged Detailed P&L submitted with Computati	on (Comp.)
	CT600C Sect.1 - N.B. PDF Notices of Consent fo (for both periods)	or Claim to group relief must be attached
1	Return contains estimated or provisional figures	No
1	Submitted by	Agent
	File locked prior to assembly, by	Locked RH 7 Feb 22 at 13:33
	Submission - period to 31 Dec 20	
1	Current submission status N	o submission in progress
1	Click button to assemble	Assemble
1		
1	Submission - period to 31 Mar 21	
1	Current submission status N	o submission in progress
	Click button to assemble	Assemble
1	1	

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		6	
Submission Type:	new	✓	1
Submit Period to 31-12-2020:	✓		
Submit Period to 31-03-2021:	✓		
Entity Number:	EMT15		
Entity Name:	EMT Corp Training Limited		
Entity Assignment:	Change		

< Back Next> Cancel



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

Submit CT-600		×	Submit CT-600		×
Accounts Attachme	ent (Period to 31-12-2020)		Accounts Attachme	ent (Period to 31-03-2021)	
Attachment Type:	None - not within charge to CT		Attachment Type:	None - not within charge to CT	~
Computations Atta	chment (Period to 31-12-2020)		Computations Attac	chment (Period to 31-03-2021)	
Attachment Type:	iXBRL computations		Attachment Type:	None - submitted with accompanying return	$\overline{}$
Attachment File:	computationsixbrl.html	browse			
				l≩	
	< Back Next > Cancel			< Back Next > Cancel	

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.

orporation Tax Submissions						Back
	Submission for period 01	1-01-2020 to 31-12-2020) (new) 🗸 🗸			
	Submission ID		155780			
	Long Period		Yes			
	Company Name	Training File CT Su	ubmissions			
	UTR		5181741759			
	Entity		EMT15			
	Status	Awa	iting approval			
	IR Mark					
	Correlation ID					
	Remaining Required PDFs		1			
			Download History XML	Test Submit	Upload PDFs	Cancel
Number Status		Last modified	Last modified by			
C00MSI Awaiting approval		2022-04-01 16:09:16	RHayward@caseware.co.uk			

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.

orporation Tax Submissions					Back
₽.	Submission for period 01-02	l-2021 to 31-03-2021 (new)			
	Submission ID	155781			
	Long Period	Yes			
	Company Name	Training File CT Submissions			
	UTR	5181741759			
	Entity	EMT15			
	Status	Awaiting approval			
	IR Mark				
	Correlation ID				
	Remaining Required PDFs	1			
		Download History	(ML Test Submit	Upload PDFs Cancel	

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.

Test submission 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	
ر ب	
	Cancel

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 MADE - This submission would have been successfully processed if sent under non-test conditions.	BEEN

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.

