

Companies House Filing Intermediate Level Webinar

Q&A and Useful Links

Q&A

1. Do I take it that the facility to file accounts with Companies House through Caseware can only be used via the Cloud version and not on the desktop version?

Companies House filing through Caseware requires a Working Papers installation, up-to-date installation of the relevant AccountsAdvanced template and an active Caseware Cloud instance with a Companies House Filing license.

For more information, please refer to our [Getting Started Guide](#).

2. Every time we open Caseware, it asks to login to Caseware Cloud. Is there any way it can memorise the username/password?

You Caseware Cloud admin contact will have access to Authentication and Session Management options within your Cloud instance.

Please refer to [this article](#) for more information.

3. Will the DPL tags be saved for future use if you switch it off? Or, if you go back to with DPL, will you have to redo all of the tailoring?

If you tag your DPL and switch to the non-DPL version of the taxonomy, this will omit the tags from the submission but these will be retained in the background for future use, providing you do not reapply the tags.

4. Are you able to explain how to use e-signatures in this session?

For guidance on using eSignatures in Caseware, please refer to our [Getting Started Guide](#).

5. Where do we find our serial number? The first slide mentioned an AP. What is this?

You AP (Accounts Production) contact will have received the serial number upon signing up to use Caseware. This is usually the person involved in purchasing the software but not necessarily a user of the software.

If you are unsure who your AP contact is (or you have misplaced the details), please contact Technical Support via the detail on our [contact page](#) or via the chat facility on the [Help Site](#).

6. If we are filing 30 different companies, is there a way to get multiple filings at the same time i.e. once all internal reviews are done? Or do we need to open and send individually?

The process will involve generating each iXBRL and filing individually. To save time, we recommend generating each iXBRL instance document and uploading to your Cloud instance at the earliest opportunity, ready for submissions. When ready, you will be able to complete each submission in the Cloud, without the need to open each Caseware file.

7. Do you also need Companies House login and password to file the account?

Yes, you will need your Companies House credentials to file each set of accounts.

For more information, please refer to our [Getting Started Guide](#).

8. What does the submitted accounts document look like at Companies House? I assume not like a clean PDF, but maybe HTML?

You have the option to use the [Companies House Company Accounts Validator tool](#). This will check your instance document and generate a mirror image of what is generated by the Companies House live service.

9. Do you have to enter Companies House authorisation every time or does Caseware remember these details after first submission?

You will be prompted to enter your details for each submission, including the unique authentication code for each filing entity.

10. Will the status automatically be updated or do we need to click check status?

Caseware polls the Companies House gateway at regular intervals in order to determine when the accounts have been processed and to update the status.

You have the option to use the check status button for a real-time status update.

For guidance on email notifications, please refer to our [Getting Started Guide](#).

11. Please can you confirm if LLP accounts can be filed electronically?

Yes. Caseware fully supports electronic submission of LLP accounts and these are accepted by Companies House.

12. What is a presenter ID?

If you file accounts at Companies House through third-party software, you are required to have a **Presenter Identifier** and **Presenter Authentication Code**.

For more information, please refer to the [Companies House Website](#).

13. What happens if you need to file other documents with the accounts? Such as parent consol accounts or audit exemption docs? Will e-filing work?

Caseware does not currently support simultaneous filing of supporting documents with submissions. In this instance, you would directly provide Companies House with the supporting documentation.

14. If there is a group of us working on accounts, do we all see each other's submissions?

Yes, providing you all have the same Cloud permissions on each entity.

15. Is it possible to file amended accounts online?

Companies House require that you contact them directly if you need resubmit a set of accounts. This avoids issues and delays relating to the removal of the incorrect submission.

16. What signatures have been included in the accounts – are they DocuSign?

By default, Caseware applies printed signatures to the accounts. While you have the option to apply eSignatures, these would not be included in an iXBRL export for the purposes of filing with Companies House.

When filing the submission in Caseware Cloud, you have the option to upload supporting documentation (such as a signed PDF copy of the accounts).

For further information, see our [eSignatures Getting Started Guide](#).

17. Can you export XBRL before esigning or does it have to be afterwards?

As eSignatures would not form part of the submission, you will need to ensure that they are not applied when generating and exporting the iXBRL instance document.

For further information, see our [eSignatures Getting Started Guide](#).

18. Why did the diagnostics not pick up the missing information on the auditors?

The iXBRL Diagnostics tool is designed to review the behaviour of the tags, as opposed to the tagged information. For example, whether the tag has been amended or added manually.

In the webinar example, the tag review confirmed that the relevant tag was in place (within the cell) but the missing auditor name was later highlighted during the export process.

19. Does the Companies House Hub work for a firm or for individual's submissions?

The Companies House Hub references the submissions associated with your firm's instance in Caseware Cloud.

For further information, see our [Companies House Filing - Getting Started Guide](#).

20. Is it possible to view, in advance of submission, what will appear on the Companies House website?

You have the option to use the Companies House iXBRL Accounts Test Service.

In addition to testing the validity of the submission, this service also provides a preview of what will be submitted.

Click [here](#) for further information.

21. Why does it not pick up the CH authentication code from the Caseware Wizard?

The CH Authentication Code is provided by Companies House directly and, therefore, does not link to any part of the Wizard document with Caseware.

For further information, see our [Companies House Filing - Getting Started Guide](#).

22. Can you submit financial statements for filing with Companies House through Caseware Cloud as well as the iXBRL tagging?

Companies House using Caseware requires the export of an iXBRL set of accounts (tagged in AccountsAdvanced) followed by submission of the generated document via Caseware Cloud.

For further information, see our [Companies House Filing - Getting Started Guide](#).

Useful Links

[Companies House Filing - Getting Started Guide](#)

[Permissible Companies House Filing Scenarios](#)

[Greyed out Companies House button](#)

[Common iXBRL Filing Errors](#)

[Resolving common iXBRL export](#)

[errors Caseware Cloud - Getting](#)

[Started Guide](#)

[iXBRL in AccountsAdvanced - Getting Started Guide](#)