

WebFiling

accounts user guide

a secure system for the quick and easy online
submission of company information

www.companieshouse.gov.uk



BIS

A BIS SERVICE



Companies House
— for the record —

about WebFiling accounts

You can now submit Audit Exempt Abbreviated Accounts and Dormant Company Accounts (DCA format) via the WebFiling Service. These two accounts types make up the majority of accounts filed at Companies House.

Both sets of accounts are provided as downloadable PDF templates and require the user to have the latest version of Adobe Reader (free to download). The template features inbuilt checks to avoid calculation errors.

You can save the document as a draft at any time so that colleagues or clients can advise or approve the information before you submit it to Companies House.

To file accounts online you will need to register for WebFiling.

When you have received your security code and company authentication code you can sign in and access WebFiling.

For further details on how to register for WebFiling refer to the WebFiling User Guide.

sign in to WebFiling

To sign in to WebFiling enter the:

- Email address (you provided during registration) **and** security code, then click '**CONTINUE**'
- If you have forgotten your security code, click '**Forgotten your security code?**' and we will email you a reminder.

sign in for a company

Enter the company type, number and the company authentication code linked to that company, then select '**CONTINUE**'

Note: The 'Company Type' must correspond with the registration location of the company.

From this screen you can also:

- Register to file for an additional company.
- Request a reminder of a company authentication code.

menu

- From the WebFiling menu select the type of accounts you wish to file
- You can choose to file:
 - Audit Exempt Abbreviated Accounts
 - Dormant Company Accounts (DCA).

downloading the template

- Check that the type of accounts is suitable for your company (read the 'conditions of use' and 'exclusions').
- To download the accounts template you will need to download Adobe Reader (minimum system requirements apply). If you already have the latest version click '**CONTINUE**'.
- Select the accounting reference period appropriate for your individual company.

Audit Exempt Abbreviated Accounts

Company Number
Company Name

Conditions of use for accounting periods
Starting on or after 31-Jan-04 and before 05-Apr-08
Ending on or after 01-Apr-08

This audit exempt abbreviated accounts is a template that must be downloaded to your PC.

More information on these templates click here.

To complete the Working Accounts Template you will need Adobe Acrobat Reader
Click here for more information on Acrobat Reader
Click here for minimum system requirements
Click on the icon to download this version.

See Adobe Reader

- If accounting period starting on or after 30/01/2004 and before 06/04/2008 this screen will be displayed. Click continue

This accounts format requires a balance sheet and notes in accordance with schedule 8A of the Companies Act 2006. Please see 'conditions of use' page, it is only suitable for companies who meet the conditions.

Audit Exempt Abbreviated Accounts

Company Number
Company Name

Conditions of use for accounting periods on or after 30-Jan-04 and before 06-Apr-08

This accounts format requires a balance sheet and notes in accordance with Schedule 8A of the Companies Act. It is only suitable for companies who meet the following conditions:

- turnover not more than £6 million
- balance sheet total not more than £2 million
- average number of employees less than 50

Please check the conditions to ensure this company is able to use audit exempt abbreviated accounts.

This format is only suitable for companies in the above cases and where the total issued share capital amounts to £50 or more.

The audit exempt abbreviated accounts is a template that must be downloaded to your PC.

More information on these templates click here.

To complete the Working Accounts Template you will need Adobe Acrobat Reader
Click here for more information on Acrobat Reader
Click here for minimum system requirements
Click on the icon to download this version.

See Adobe Reader

- If accounting period starts on or after 06/04/08 this screen will be displayed. Click continue.

This accounts format is under the Companies Act 2006 and is only suitable for companies that meet the conditions on the 'conditions of use' page.

Audit Exempt Abbreviated Accounts

Company Number
Company Name

Conditions of use for accounting periods starting on or after 06-Apr-08

This accounts format is under the 2006 Companies Act and is only suitable for companies that meet the following conditions:

- that the company qualifies as a small company in relation to that year.
- that the balance sheet year is not more than 12 months ago.
- that the balance sheet total for that year is not more than £2 million.

Please check the conditions to ensure this company is able to use audit exempt abbreviated accounts.

This format is only suitable for companies limited by shares and where the total issued share capital amounts to £50 or more.

The audit exempt abbreviated accounts is a template that must be downloaded to your PC.

More information on these templates click here.

To complete the Working Accounts Template you will need Adobe Acrobat Reader
Click here for more information on Acrobat Reader
Click here for minimum system requirements
Click on the icon to download this version.

See Adobe Reader

- Your accounts made up date and filing deadline are displayed. You can change the date if required by completing a change in accounting reference date form. You must ensure you have confirmation of any change before downloading the template.
- Click '**DOWNLOAD**' to download the accounts template to your PC.

Audit Exempt Abbreviated Accounts Template

Company Number
Company Name

Your audit Annual Accounts are:
made up to: 31/03/2010 and must be delivered in later than: 01/02/2010

To change the above made-up date, go back to the main menu, select the 'change company details' option and complete a 'Change in Accounting Reference Date' form. Once the 2010 accounts will have received confirmation the date change has been accepted.

The Accounts can be completed using a template which is downloaded to your PC. Please do NOT use this template if your company name has changed since the made up date shown.

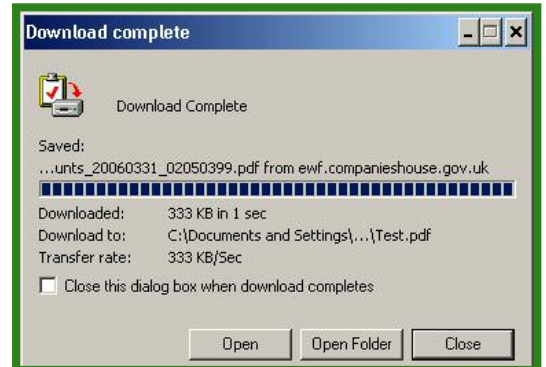
To download the template for the above accounts, please select the 'Download' button. When the file download bar is displayed select the 'Save' button.

- The file download window will appear on screen. Select 'save' from the file download window to save the template.

- At this point you can specify the filename and the folder it is saved in.



- When the download is complete click 'open' to begin working on the downloaded accounts template. The template can be completed off-line.



completing the template

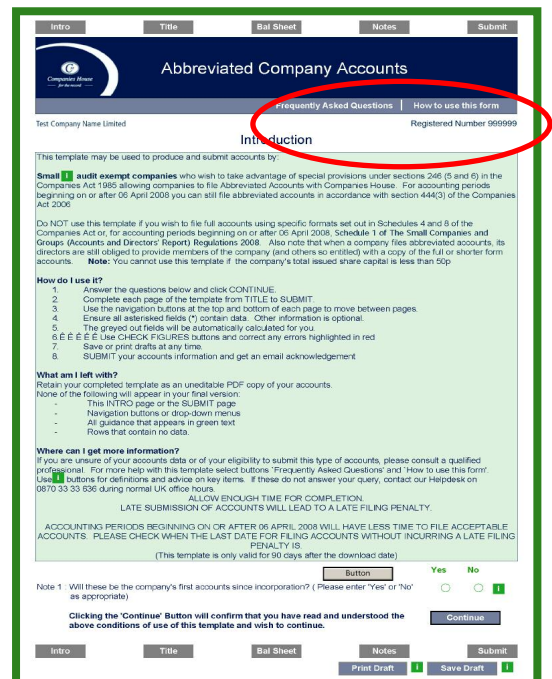
The account templates have been developed with in-built validation and pre-submission checks – to help avoid omissions and calculation errors.

- For help completing the accounts template click '**Frequently asked questions**' or '**How to use this form**' on the Intro page. To return to the template click 'close'.

- Throughout the template **i** buttons are also available to give further guidance.

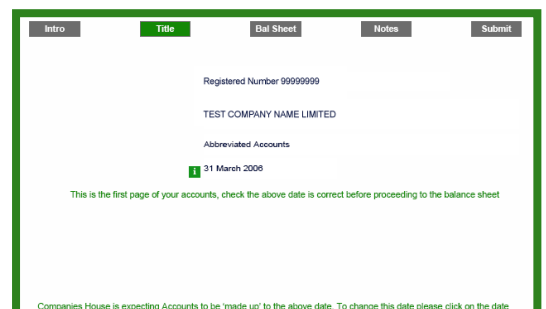
- You are required to answer the 'notes' questions at the bottom of the Intro page.

- Click the continue button to confirm that you have read and understood the conditions of use. This will activate the template.



- Go to the Title page by using the navigation buttons at the top or bottom of the page.

- The Title page states the company name and registered number. It also shows the made up date of the accounts. To change this date click on the date and use the calendar drop-down that appears. Once changed, or if no change is required please proceed to the next page.



- Complete the Balance Sheet* page with data relevant to your accounts.
* *the example shown here is for first year of trading*
- If you do not have figures to enter in a specific box, leave it blank. Do not enter a zero.
- Click 'Check Figures' to ensure the figures balance. You need to repeat this if you make any changes on this page.
- Error fields will be displayed in red.
- Draft versions of the template can be emailed or printed for circulation to colleagues or the board of directors.

Note: If you are unsure of your accounts data or your eligibility to submit this type of accounts, please consult a qualified professional.

submitting the data

Go to the Submit page for the 3 final steps to complete before submitting the template.

Step 1 The 'pre-submission checks' button will check that all mandatory fields have been completed and the balance sheet balances. Any errors will be highlighted in red. Once you have corrected these, you need to 'check figures' and perform the pre-submission checks again. Once there are no errors listed proceed to step 2.

Step 2 Print a copy of the document for the directors to sign. This copy can be kept by the company.

Step 3 Click 'submit'. You will be prompted to enter your 'authentication code'. The accounts data within the template will be uploaded to Companies House and your 'envelope reference number' will be displayed. When you close the window the template will convert to a normal PDF containing the data you have submitted. A window confirming that your accounts have been sent to Companies House will appear. The PDF can be saved to your PC.

Note: Do not send the paper copy to Companies House.

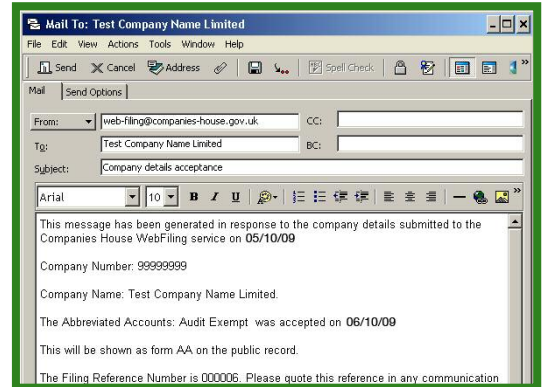
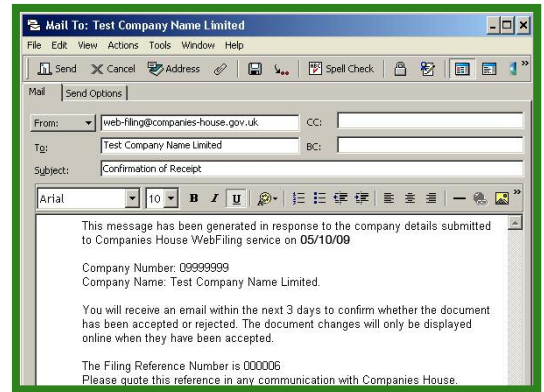
confirmation

After submitting data we will send 2 emails, one to confirm receipt of the data and a second to confirm if the data has been accepted or rejected

- The **confirmation of receipt email** will be sent within 3 hours of the data being submitted. (If you do not receive confirmation you can call our contact centre for advice, quoting your envelope reference number).
- The **acceptance / rejection email** is normally sent within 3 working days once the document has been processed (most documents are processed within 24 hours). If your data is rejected the reasons will be included in the email.

HELP

Help is available throughout WebFiling and a link to 'WebFiling FAQs' is available on our website



how to contact us

contact centre: **0303 1234 500**

(For training and quality purposes your call may be monitored)

mini-com: **029 2038 1245**

email: enquiries@companieshouse.gov.uk

Cardiff: Companies House
Crown Way, Cardiff CF14 3UZ

Edinburgh: Companies House
4th Floor, Edinburgh Quay 2,
139 Fountainbridge, Edinburgh, EH3 9FF

London: Companies House
21 Bloomsbury Street, London, WC1B 3XD

Belfast: Companies House,
Second Floor, The Linenhall,
32-38 Linenhall Street, Belfast, BT2 8BG.

For the most up to date version of this booklet please visit our website at:

[**www.companieshouse.gov.uk**](http://www.companieshouse.gov.uk)

Disclaimer - Company information supplied by Companies House

Companies House is a registry of company information. We carry out basic checks to make sure that documents have been fully completed and signed, but we do not have the statutory power or capability to verify the accuracy of the information that companies send to us. We accept all information that companies deliver to us in good faith and place it on the public record. The fact that information has been placed on the public record should not be taken to indicate that Companies House has verified or validated it in any way.



Awarded for excellence

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