



The Workflow Desk

The Finance Desk

WF-01 · USER GUIDE · VERSION 1.0

Statutory deadline tracker

Every client's deadlines, worked out for you.

Who it's for

Partners, managers and practice managers who need every filing and payment deadline in one place.

In this guide

- What this tool does
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What this tool does

WF-01 works out each client's filing and payment deadlines from the period end, using the rules for Companies House accounts and confirmation statements, Corporation Tax, VAT, Self Assessment, Making Tax Digital quarterly updates and P11Ds. It shows the days left and a status for every deadline, lists what is overdue and due next, and counts open deadlines by manager.

What's in the workbook

Tab	What it's for
Guide	How to use the tool, in brief.
Summary	Deadlines overdue and due next, by deadline and by manager.
Clients	Every client and their services.
Deadlines	Each deadline, due date and status.
Rules	How each due date is worked out, and the MTD thresholds.
Licence	Your licence details and terms.

Using the workbook

You'll see	What it means
White cell, blue text	Your inputs. These are the only cells you can change.
Black text	Calculated. Locked so formulas can't be overwritten by accident.
Green text	Pulled from another tab.
Blue cell	The key result on that tab.
Red text	Something needs attention: a missed deadline, a shortfall or an overdue chaser.

The worked example is already filled in, so you can see how every input should look. Replace it with your own figures; nothing else needs setting up.



Step by step

- 1 Clients tab.** list each client with their type, manager, next period end, VAT quarters, payroll and income.
- 2 Deadlines tab.** set the report date, then add a row for each deadline: client, deadline and period end.
- 3 Done.** enter the date each one is filed or paid; it drops off the open list.
- 4 Summary.** work the overdue and next deadlines lists every week.

Key inputs

Input	What to enter	Worked example
Deadline	Pick from the list.	Accounts to Companies House
Period end	Year end, VAT period end or tax year end.	31 Mar 2026
Done on	Date filed or paid.	6 Oct 2026
Income	Self-employment and property income, for MTD.	£62,000

Reading the results

Result	What it tells you
Due	The deadline, from the rules.
Days left	Days from the report date.
Status	Done, Due soon, On track or Overdue.
MTD from	When the client joins Making Tax Digital.

The worked example

Figures are illustrative, to show how the tool works. They are made up.

Worked example	Result
Deadlines tracked	180
Done	42
Due soon (next 30 days)	11
Overdue	1
Done late this year	0

Tips from practice

- Update the report date every Monday and work the Summary lists.
- Add next year's rows as soon as one is filed.
- Copy the Deadlines tab into WF-02 to see the year by month.



Questions

What about first accounts?

Use Other and enter the due date: 21 months after incorporation.

Do the rules update themselves?

No. We issue updated rules with the updates plan.

How many deadlines can it hold?

260 rows. Start a new file each year.

Your licence

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This tool supports, and does not replace, professional judgement. Check deadlines, rules and penalties against current HMRC and Companies House guidance before relying on them.