

How to add a company and complete CT600

Click on Add New Contact

The screenshot shows the 'Add a new contact' modal form. The 'Contact Type' dropdown menu is open, showing options: 'Please select...', 'Person', 'Company' (highlighted), 'Partnership', 'Limited Liability Partnership', 'Trust', and 'Charity'. The form includes fields for 'Contact ID', 'Telephone', 'Email', 'UTR', 'Address', 'Address Line 3', 'Town', 'County', 'Postcode', and 'Country' (set to 'United Kingdom'). There is also a section for 'OpenSpace' with a 'Connect to an OpenSpace account?' checkbox (set to 'No'). The background shows a 'Client Overview' table with columns 'ID' and 'Name'.

ID	Name
127	Person 1
14679697	11111111112222221111111111
243	123 Limited
142	AURORA 15306
149	5555
test9d	A test company
297	asd asx
test156	AB Trust
148	abc
ABC01	ABC LLP
	ABC LLP
138	Abdu's trust
3	AFC East
1462	Joseph akhtar
49	Ray Alderton

From the Contact Type drop down list please select Company and fill in the relevant boxes

The screenshot shows the 'Confirmation' dialog box after adding a new contact. The dialog box contains the text: 'The client TEST has been created. What do you want to do next?'. Below this text are four options with icons: 'Create another contact', 'Go to the client summary', 'Add accounting periods for TEST' (highlighted), and 'Request agent authorisation'. The background shows the 'Client Overview' table with columns 'ID' and 'Name'.

ID	Name
127	Person 1
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243	123 Limited
142	AURORA 15306
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test9d	A test company
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test156	AB Trust
148	abc
ABC01	ABC LLP
	ABC LLP
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3	AFC East
1462	Joseph akhtar
49	Ray Alderton

In the next screen please click on "Add accounting periods"

TEST

Change

Identifiers

Client ID: 321
UTR: 1234567891

Address

test
testat
test
High Wycombe
test
SL3 5JT
United Kingdom

Contact Information

Please define contact phone, email, or web.

Details

OVERVIEW

ADDITIONAL DETAILS

TAX INFORMATION

ADDRESSES

CONTACT DETAILS

ADDITIONAL TRADES

LINKED APPLICATION

Save Delete

HELP & SUPPORT

IRIS Drummoor Cloud Suite

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Click on the heading for TAX INFORMATION

TAX INFORMATION

Change

Identifiers

Client ID: 321
UTR: 1234567891

Address

test
testat
test
High Wycombe
test
SL3 5JT
United Kingdom

Contact Information

Please define contact phone, email, or web.

Tax District

No District selected

UTR

1234567891

PAYE Tax Office

PAYE Office Reference

Accounts Office Reference

Accounting Periods

+ Add New Record

Start Date	End Date	
01/01/2014	31/12/2015	✓

Agent Authorisation

Request Authorisation

CT Status: Unknown

PAYE status: Unknown

CIS status: Unknown

HELP & SUPPORT

Click on Add New Record and enter the accounting period start and end date. Once you have entered the date click on the green tick to save entries.

The screenshot shows the IRIS OpenTax Summary page for a client named 'TEST'. The client's details include ID 321, UTR 1234567891, and an address in High Wycombe, SL3 9JT, United Kingdom. The 'Tax Returns' section features a '+ Add Tax Return' button and a table for 'Accounting Periods' with two entries: 01/01/2016 - 31/12/2016 and 01/01/2015 - 31/12/2015. The 'Clients' table lists 'IRIS OpenSpace' as the owner. The 'Documents Received from Client' section is currently empty. The right-hand sidebar contains sections for 'Tax Summary' (no summary available), 'Relationships' (no records to display), and a 'HELP & SUPPORT' link.

Click on the Summary tab > Add Tax Return button > select the relevant accounting period and this will create the CT600

PLEASE NOTE ANY RETURN THAT HAS A START DATE ON OR AFTER 01/04/2015 WILL BE A CT600 VERSION 3. This form is only available in a detailed version

The screenshot displays the 'Company Tax Return form CT600 (2008) Version 2' for the accounting period ending on or after 1 July 1999. The form is divided into several sections: 'Your Company Tax Return' (instructions), 'Company information' (fields for company name, registration number, tax reference, type of company, registered office address, and postcode), 'About this return' (period selection), and 'Supplementary Pages' (checkbox for loans to participants). The form is currently in 'In Progress' status. The left sidebar shows a 'Main Return' section with a thumbnail view of the form pages (1-8) and a 'Trading Profit - TEST' section. The bottom of the page includes the IRIS logo and copyright information for IRIS Software Group Ltd 2016.

This is the **VERSION 2** CT600

This is the **VERSION 3** CT600



On both type of returns you will see this icon. Please click on the icon to make entries on return.

Please remember to mark if you are attaching Ixbrl accounts and computation

On version 2 you can do this by going to the first page of the CT600 and click on



next to the heading for Accounts

On version 3 you can mark if you are attaching Ixbrl accounts and computation by clicking on the



Icon next to the heading for Accounts and computations

The screenshot shows the IRIS Drummoor Cloud Suite software interface. The 'About this return' section is active, displaying a list of options for the return period. The 'Accounts and computations' option is highlighted with a red box. The interface includes a navigation pane on the left with 'Main Return' and 'Page 1' through 'Page 11'. The top bar shows 'Summary', 'Tax Form', and 'Calculation' tabs. The bottom status bar indicates 'CT600(2015) Version 3', 'Page 1', and 'HMRC 04/15'.

The screenshot shows the IRIS Drummoor Cloud Suite software interface with the 'Accounts and Computations Included' dialog box open. The dialog box has two columns: 'Accounts' and 'Computations'. Under 'Accounts', there are checkboxes for 'Attached for this return period' (checked) and 'Attached for a different return period' (unchecked). Under 'Computations', there are checkboxes for 'Attached for this return period' (checked) and 'Attached for a different return period' (unchecked). The 'Not attached reason' dropdown is set to 'Not attached'. The 'Explanation' text area is empty. The 'Save & Close' button is at the bottom right. The background shows the same 'About this return' section as the previous screenshot.

Please mark if you are attaching accounts and computations by putting a tick in relevant boxes. If you are not attaching accounts select a valid reason from the drop down list and give a brief explanation if applicable.