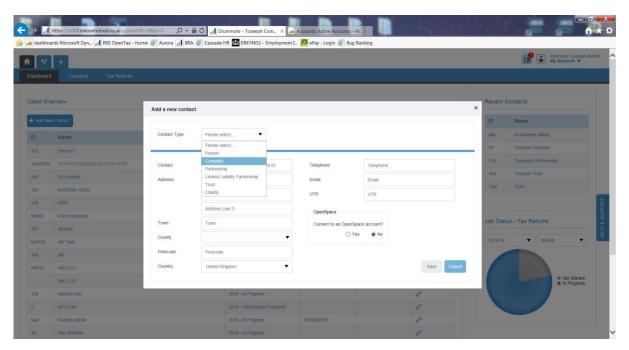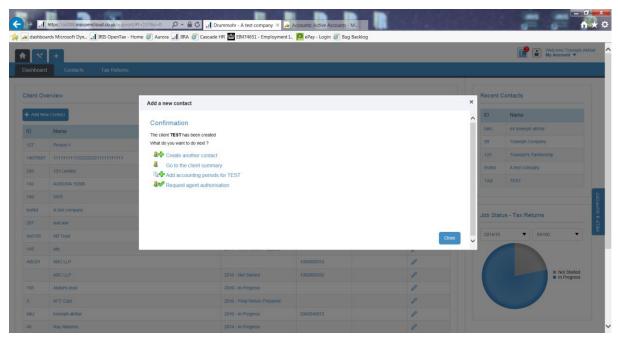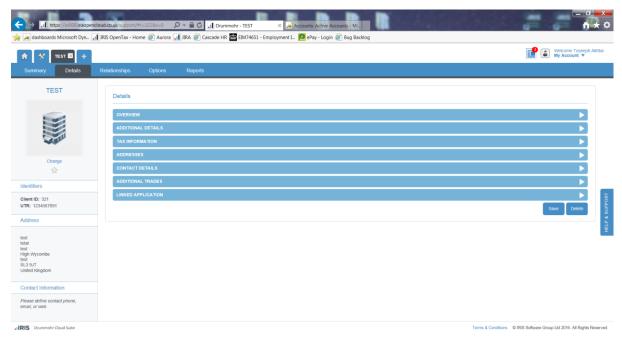# How to add a company and complete CT600
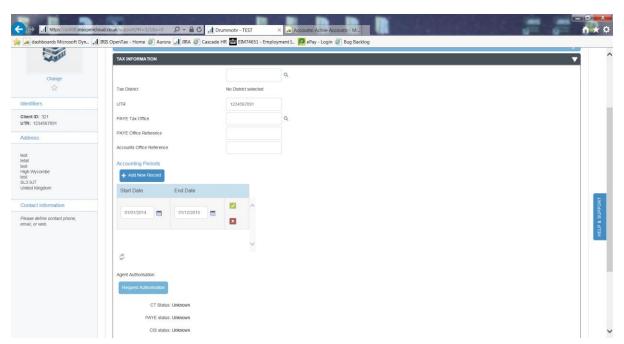
Click on Add New Contact

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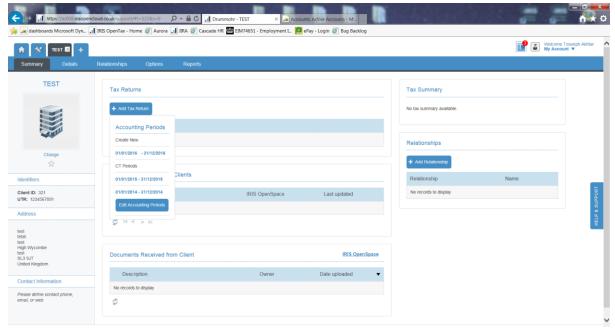

In the next screen please click on "Add accounting periods"

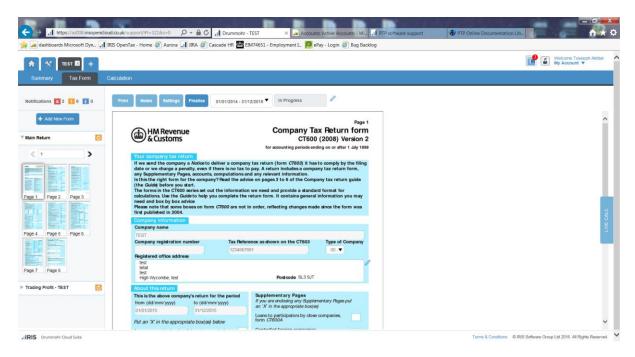Click on the heading for TAX INFORMATION

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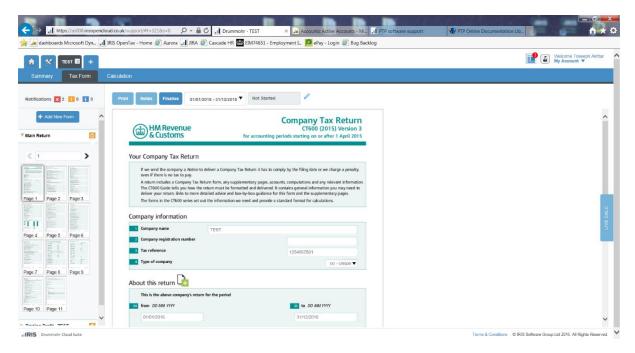
Click on the Summary tab > Add Tax Return button > select the relevant accounting period and this will create the CT600

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

This is the **VERSION 2** CT600
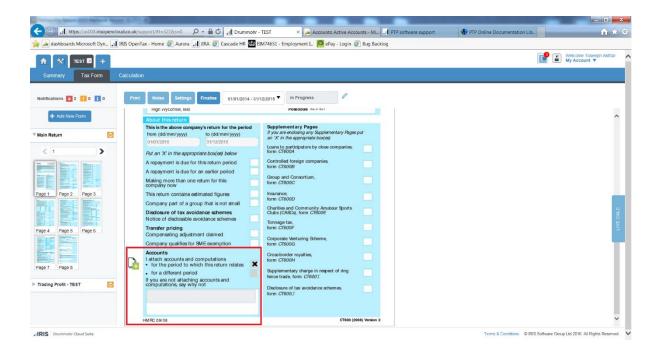
This is the **VERSION 3** CT600

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

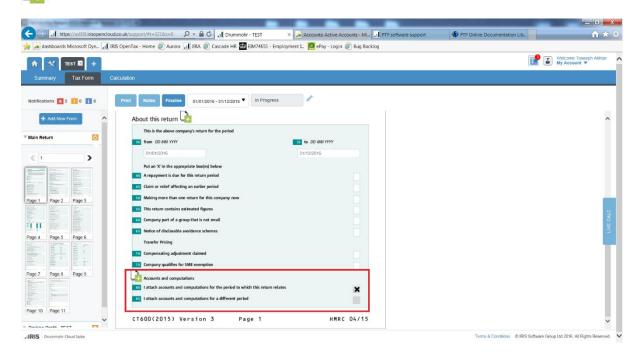Please remember to mark if you are attaching Ixbrl accounts and computation

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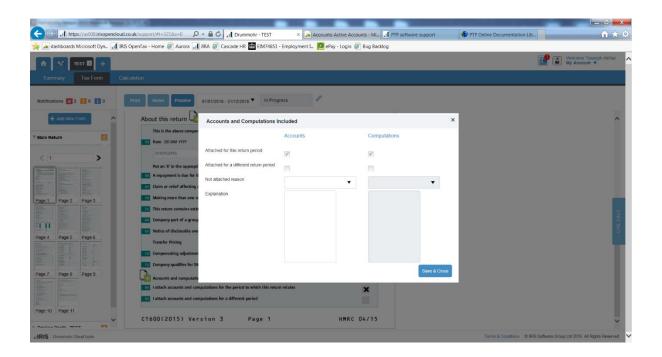
On version 3 you can mark if you are attaching Ixbrl accounts and computation by clicking on the

Icon next to the heading for Accounts and computations

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.