Click on Tools to see the buttons to click to change descriptions and other details for Nominals, Products, Services and Jobs/Projects.

← → C	https://sortm	nybooksonl	ine.com				
Sample Consulting Company Change							
Home	Sales	Pur	chases	Accounts	Too	ls	
Nominals	Products	Services	Jobs/Proje	cts Locks	Year End	Impo	

Profit and Loss	Profit and Loss Report		
50,000			
40,000	41,740		

There is also a section on this in the **Getting started** section.

Click Getting Started, then Next Steps, and Tools. Each section is described individually.

← → C A https://sortmybooksonline.com						
Sample Consulting Company Change						
Home Sales Purchases	Accounts Tools					
Dashboard Getting Started Audit Log S	E Settings					
	۵					
Sort My Books On-Line Help	🗘 🖾 Home					
Tools	Back to Getting Started →					
<u>Customers</u>	Yes I did save the best for last!					
Suppliers	Many people (including myself) like to rush right in and only later realise they would have spent less time overall had they just taken the time initially toget everything set up ahead of time. If you clicked this link first time, my hat is off to you. So let's get you started.					
Products and Services						
Bank Accounts						
<u>Nominals</u>						