### How can I see a list of lodgements I have entered into SortMyBooks Online?

# Click Reports, Accountant Reports, Lodgement Analysis

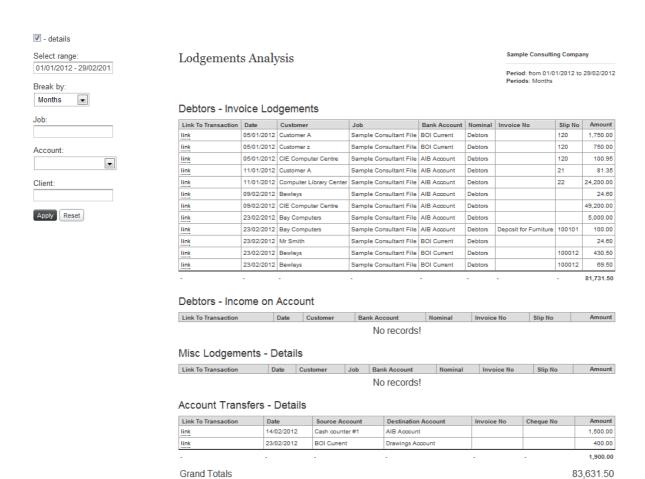
If you want to see each transaction, click details.

Set the date range.

Leave account blank for all accounts, or select one account.

### Click apply.

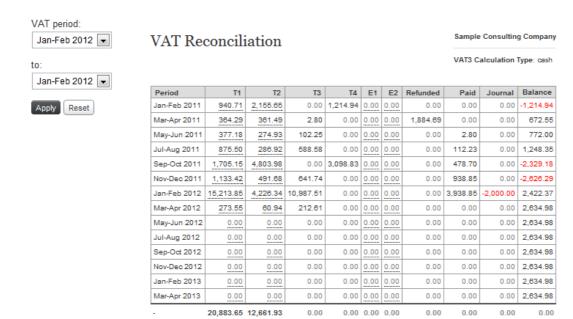
You will see the report as below.



### How do I see a list of lodgements for a VAT return?

# Click on Reports, VAT, VAT Reconciliaton

Click on the figure under the T1 box that you would like the details for.



This will give you the breakdown as below.

VAT3 - T1 breakdown

Sample Consulting Company

Nominal: Jan-Feb 2012 VAT3 Calculation Type: cash

#### Invoices

Paydate	Invoice date	Inv No	Customer	VAT Rate	Net	Paid	Gross	VAT	EU/RCV	Total VAT
-	20/02/2012	12	EU Sample	23%	1,100.00	0.00	1,100.00	0.00	253.00	253.00
-	16/01/2012	12	Subbie	13.5%	100.00	0.00	100.00	0.00	13.50	13.50
-	09/02/2012	12	Subbie	13.5%	100.00	0.00	100.00	0.00	13.50	13.50
05/01/2012	14/12/2011	61	CIE Computer Centre	21%	56.79	68.72	68.72	11.93	0.00	11.93
05/01/2012	14/12/2011	61	CIE Computer Centre	13.5%	28.40	32.23	32.23	3.83	0.00	3.83
05/01/2012	02/01/2012	66	Customer A	23%	1,422.76	1,750.00	1,750.00	327.24	0.00	327.24
05/01/2012	02/01/2012	67	Customer z	23%	609.76	750.00	750.00	140.24	0.00	140.24
11/01/2012	02/01/2012	63	Computer Library Center	21%	20,000.00	24,200.00	24,200.00	4,200.00	0.00	4,200.00
11/01/2012	11/01/2012	71	Customer A	13.5%	50.00	56.75	56.75	6.75	0.00	6.75
11/01/2012	11/01/2012	71	Customer A	23%	20.00	24.60	24.60	4.60	0.00	4.60
09/02/2012	31/01/2012	75	Bewleys	23%	20.00	24.60	24.60	4.60	0.00	4.60
09/02/2012	09/02/2012	76	CIE Computer Centre	23%	40,000.00	49,200.00	49,200.00	9,200.00	0.00	9,200.00
14/02/2012	14/02/2012	2111	Till Sale	23%	1,000.00	1,230.00	1,230.00	230.00	0.00	230.00
14/02/2012	14/02/2012	2111	Till Sale	13.5%	700.00	794.50	794.50	94.50	0.00	94.50
23/02/2012	23/11/2011	54	Bay Computers	13.5%	4,405.29	5,000.00	5,000.00	594.71	0.00	594.71
23/02/2012	02/01/2012	64	Bay Computers	21%	82.64	100.00	100.00	17.36	0.00	17.38
23/02/2012	31/01/2012	73	Bewleys	23%	200.00	246.00	246.00	46.00	0.00	46.00
23/02/2012	31/01/2012	73	Bewleys	23%	50.00	61.50	61.50	11.50	0.00	11.50
23/02/2012	31/01/2012	73	Bewleys	23%	100.00	123.00	123.00	23.00	0.00	23.00
23/02/2012	23/02/2012	78	Mr Smith	23%	20.00	24.60	24.60	4.60	0.00	4.60
23/02/2012	07/03/2012	83	Bewleys	23%	37.67	46.33	46.33	8.66	0.00	8.66
23/02/2012	07/03/2012	83	Bewleys	23%	18.83	23.17	23.17	4.33	0.00	4.33
-	-	-	-	-	70,122.14	83,756.00	85,056.00	14,933.85	280.00	15,213.85