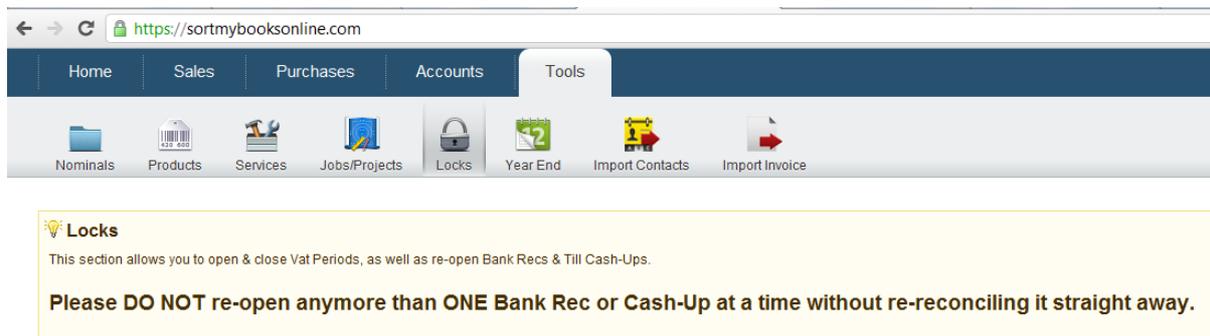


Understanding “Locks” within SortMyBooks

Click Tools and Locks to get to the Locks or Reopen screen



The screenshot shows the SortMyBooks online interface. The browser address bar displays <https://sortmybooksonline.com>. The navigation menu includes Home, Sales, Purchases, Accounts, and Tools. The Tools menu is expanded, showing options: Nominals, Products, Services, Jobs/Projects, Locks, Year End, Import Contacts, and Import Invoice. Below the navigation menu, a yellow box titled "Locks" contains the following text:

Locks
This section allows you to open & close Vat Periods, as well as re-open Bank Recs & Till Cash-Ups.
Please DO NOT re-open anymore than ONE Bank Rec or Cash-Up at a time without re-reconciling it straight away.

VAT Periods

For each VAT periods you need to produce a VAT3 report which sums VAT on all sales and purchases. After VAT3 return is complete you have to **close VAT period**. will not by accident add any invoices or payments which might affect your VAT3 report.

Reconciliations

Account reconcile is designed to protect transactions on account, which are verified against bank statement. However if you need to un-do reconciliation, you may do it reversable. This action will not affect any payments or invoices.

Till Cash-Ups

There are three things you can lock down in SortMyBooks to help prevent data entry errors.

VAT Periods

Once you have filed your VAT with the Revenue, it is a good idea to lock that VAT period to prevent any further entries into that VAT period.

We understand you may need to go back into the period to adjust something, and for that reason we have an Unlock or Reopen facility. We strongly suggest that you use the facility like this:

- Unlock one period at a time.
- Make your adjustment immediately.
- Close the VAT period right away.

Bank Reconciliations and Till Cashups

- Unlock **one** reconciliation at a time.
- Make your adjustment immediately.
- Close the Reconciliation right away.

NOTE: Be aware that the **starting date** of the reconciliation you are reopening **will be changed to match** the **ending date** of the previous bank reconciliation **plus one day**.

Similarly the **starting balance** of the reconciliation you are reopening **will be changed to match** the **ending balance** of the previous bank reconciliation.