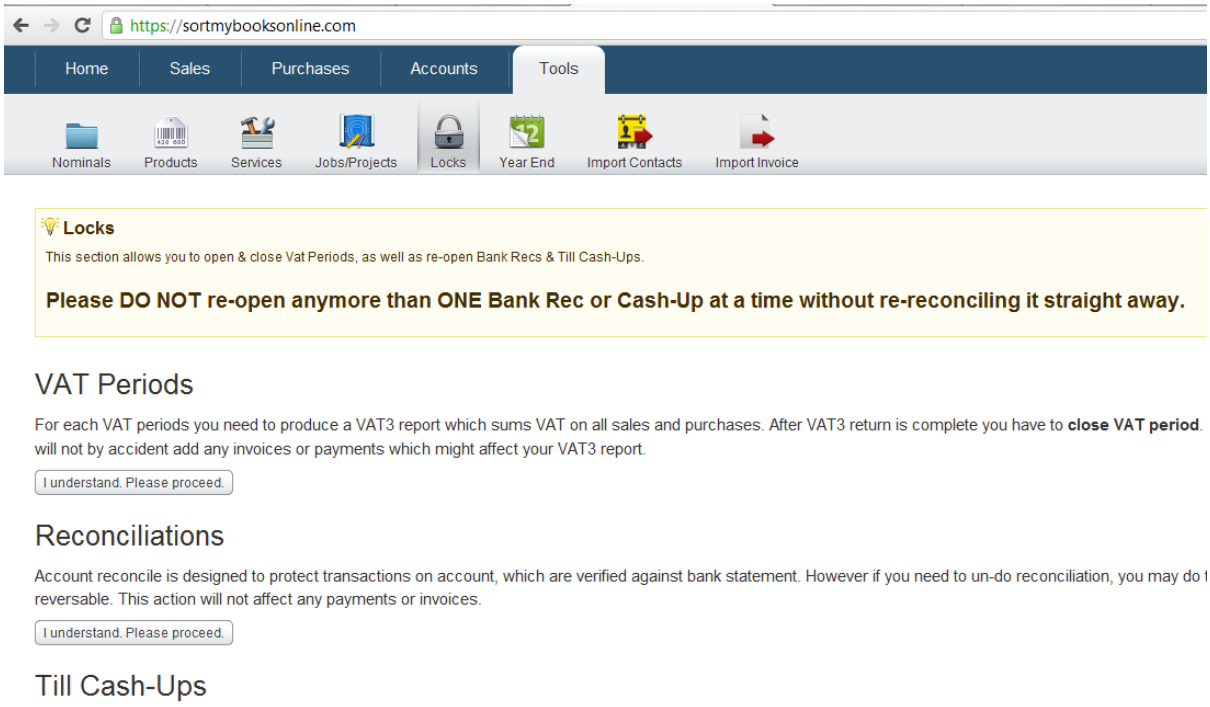
Understanding “Locks” within SortMyBooks

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



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.