



## SortMyBooks Online for new customers

[Create an account](#)

## Set up your company

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## Create Accounts

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## Set Up Nominals (Chart of Accounts)

## Enter Opening Balances

## Connect AutoEntry

## Connect NoFrixion

## Create an account

1. Go to [SortMyBooks](#)
2. Sign in or create an account by entering your **email, password, name, and phone number**.
3. Choose a package: **Standard, Extra, or Premium**.

## Set up your company

## 1. Go to Home > Settings

- Enter company details (these appear on invoices).
- Upload your logo (.jpeg, .png, or .bmp).

Replica 2 Great Gifts Master 3
Change
Upgrade!
Please help me locate a reliable bookkeeper! Click here!
Heorhina
Profile
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Home
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SortMyBooksOnline.com Version: 2.8.1.89


Dashboard


Getting Started


Audit Log


Settings

 Report
 Accountant (8)
 Help
 Support (0)

General
Address
Accounting
Logo
Subscription
Sharing
Cloning
API

Name: \*

Website:

Business Email: \*

Registration Number:

Business Currency: \*

Country: \*

OK
Cancel

## 2. Enter Business Address

- Ensure accuracy, as this appears on invoices and quotes.

### 3. Set Up Accounting Details

- Choose Business Type (Sole Trader, Partnership, Limited).



- Enter Directors' Names (if applicable).
- Set the Start of the Accounting Year (check with your accountant or Revenue if unsure).
- Select Industry (leave it as "Other" unless it is in Construction).
- Indicate if your business is VAT Registered, not VAT registered, or VAT Exempt.
- Enter your VAT Number.
- Choose a VAT Calculation Type:
  - Cash Receipts: Pay VAT only when payments are received.
  - Invoice Basis: Pay VAT based on invoice date, even if unpaid.

A screenshot of the SortMyBooks software interface. At the top, a navigation bar includes links for Home, Sales, Purchases, Accounts, Tools, and Utilities, along with user profile and log-out options. Below the bar, a sub-navigation menu shows links for Dashboard, Getting Started, Audit Log, and Settings. The main content area is titled 'Accounting' and contains several input fields and checkboxes. The 'Business Type' field is set to 'Limited Company'. The 'VAT Registered' checkbox is checked. The 'VAT Exempt' checkbox is unchecked. The 'VAT Number' field contains the value 'IE7775555L'. The 'VAT Calculation Type' field is set to 'Cash Receipt'. The 'Industry' field is set to 'Other'. Other fields include 'Director Name' (empty), 'Start of First Accounting Year in SortMyBooks' (01/01/2013), 'Start of Current Accounting Year' (01/01/2013), and 'EORI' (empty). A question mark icon is in the top right corner of the main content area.

For businesses with a turnover under €2 million, it's recommended to request Revenue to switch to the Cash Receipts Basis for VAT.

More about VAT: [Money received basis of accounting](#)

## Sharing and Permissions

The sharing feature allows you to give access to your accounting data to anyone else who needs to log in (e.g. bookkeeper, accountant, employee).

### Step 1: Add a New User

1. Go to the **Home > Settings>Sharing**.
2. Click **New Account**.
3. Enter the person's **email address** as their login.
4. Create a **password** for them.
5. Fill out the remaining fields and click **OK**.



Replica 2 Great Gifts Master 3 [Change](#) [Upgrade!](#) Please help me locate a reliable bookkeeper! Click here! [Heorhina](#) [Profile](#) [What's new?](#) [Log out](#)

Home Sales Purchases Accounts Tools Utilities SortMyBooksOnline.com Version: 2.8.1.89

Dashboard Getting Started Audit Log Settings Report Accountant (k) Help Support (v)

General Address Accounting Logo Subscription **Sharing** Cloning API

**Company Sharing & Access Permissions**  
Multiple users can have access to your accounting data. Listed below are all the users who have access to your company. If you click on a particular user, you can see the Access Permissions they have been granted - i.e. What parts of your accounts they are able to access. To grant a user full access, please make sure all the boxes are ticked

We also have a How-To on sharing your company file here

Share with... New account...

User	Email	Type
Aileen Hannan	aileen@sortmybooks.com	owner
Anne Hannan	anne@sortmybooks.com	owner
Heorhina Kampo	georgia@sortmybooks.com	owner

## Step 2: Set User Permissions

- Choose which areas they can access (e.g., allow an employee to enter Purchase Invoices but restrict Sales and Bank Details).

Share with... New account...

User	Email	Type
<input checked="" type="checkbox"/> Accounting		
<input checked="" type="checkbox"/> All Nominals		
<input checked="" type="checkbox"/> API		
<input checked="" type="checkbox"/> Bank Statement		
<input checked="" type="checkbox"/> Common functions		
<input checked="" type="checkbox"/> Creditors		
<input checked="" type="checkbox"/> Creditors without Employees		
<input checked="" type="checkbox"/> Debtors		
<input checked="" type="checkbox"/> Multi Currency		
<input checked="" type="checkbox"/> Plaid integration		
<input checked="" type="checkbox"/> Products and Services		
<input checked="" type="checkbox"/> Purchase Order		
<input checked="" type="checkbox"/> Quotes		
<input type="checkbox"/> Till Rolls		
<input type="checkbox"/> Till Rolls Employee		
<input type="checkbox"/> Time Tracking		

Account / Email of the person to receive access:\*

Share Cancel

**Cloning (Company Settings)** is a useful option for Bookkeepers and Accountants.

- When setting up a new company, click **Cloning** and select an existing company to copy settings (tick the items that you would like to import to the new company).
- Templates are available for different business types upon request (e.g. Template Sole Trader Standard, Template Sole Trader Standard Construction, Template - LTD Company Construction, Template Limited Company Standard, etc.)



## Create Accounts

### 1. Add a Bank Account

1. Go to **Accounts > Bank**.
2. Click **Add**.
3. Enter a name like “BOI Current” or “UB Current”.
4. Select **Type: Bank**.
5. Click **OK** (don’t enter an opening balance yet).

Name	Type	Name on Account	Current Balance
<b>Add</b>			
<b>Account Add</b> Adding a new Account: Type in the name of the Bank Account and select the Type it is eg. Bank Account, Loan Account, Credit Card, Till Account, Contra Account (eg. may be used where you've got a Supplier who is also a Customer). TCA - This is a Tax Asset Account eg. Professional Services Withholding Tax or TCI - Tax Liability Account where you owe Revenue eg. RCT you've withheld from a Sub-contractor.			
Name:*	Type:*	Currency:	Opening Balance: Base Equivalent:
Ulster Current	Bank	Euro	
	Cash		
	Credit Card		
	Contra Account		
	Loan		
	Short Term Loan		
	Till		
	TCA		
PSWithholding Tax	Loan		5,925.46
Cash counter #1			31,425.00
PayPal			0.00
Director Smithers			-20,000.00
Term Loan	Loan		-18,260.00
Credit Card	Credit Card		-1,396.42

*Click into the bank account afterwards to enter details like your IBAN—useful for adding to sales invoices.*



Quick Edit	Transfer	Transactions	Past Cheques	Delete
Name: *	BOI Current			
Type: *	Bank			
Currency:	Euro			
Bank Address:	St Stephen's Green Dublin 2			
Sort Code:	90-80-12			
Name on Account:	Sample			
Account Number:	12345678			
BIC:				
IBAN:	IE71 BOFI 902709999999			
Opening Balance:	0.00			
Base Equivalent:	0			

## 2. Add Additional Bank or Deposit Accounts

- Repeat the steps above for any other accounts, such as a deposit account or VAT transfer account.
- Use a clear name (e.g., “Deposit” or “VAT Account”).

## 3. Add PayPal Account

- Treat this like a bank account.
- Use **Type: Bank** and name it accordingly (e.g., “PayPal Business”).

## 4. Add Credit Card Accounts

- Use **Type: Credit Card**.
- If multiple cards exist, create one for each user.

## 5. Add Loan or Short-Term Loan

- Click **Add** and select **Type: Loan or Short Term Loan** (for loans due within a year).
- Use a helpful name like “Term Loan” or the account number.

## 6. For Sole Traders or Partnerships

- Add a **Drawings Account**:



- Use the sole trader's name + "Drawings".
- Select **Type: Drawings**.
- For partnerships, set up one for each partner.

## 7. For Limited Companies

- Add a **Director Loan Account** for each active director:
  - Name = Director's name + "Director".
  - Type = **Director**.

## 8. Withholding Tax (PSWT)

- If you have tax withheld from payments (e.g., for government contracts):
  - Add an account named "Withholding".
  - Type = **TCA (Tax Control Asset)**.

## 9. RCT (Relevant Contracts Tax – Construction Industry)

- If you **withhold RCT** from subcontractors:
  - Name = "RCT", Type = **TCL (Tax Control Liability)**.
- If **RCT is withheld from you**:
  - Name = "RCT", Type = **TCA**.
- If **both** apply, choose **TCA**.

### Why Account Type Matters

Choosing the correct account type ensures everything appears correctly on your **Balance Sheet**—as either an Asset, Liability, or part of Capital.

## Connect Live Bank Feeds

Connect Live bank feeds for easy lodgment/payment match and bank reconciliation.

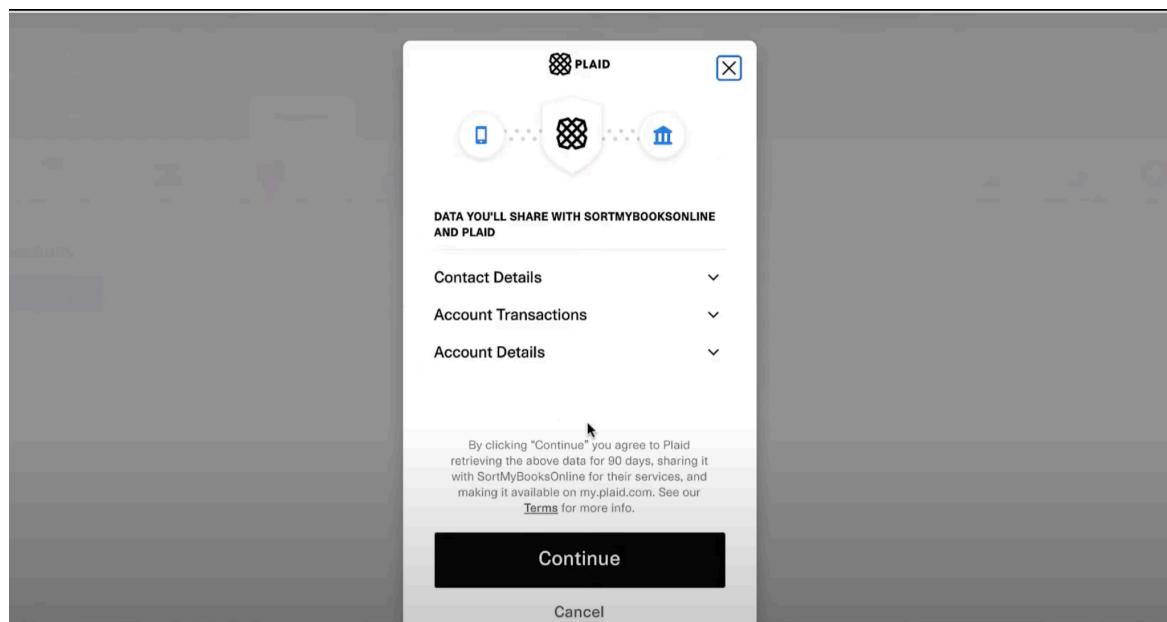
### Step 1: Connect Your Bank

#### 1. Go to Accounts > Click on Plaid.



A screenshot of the SortMyBooks software interface. At the top, there's a navigation bar with tabs for Home, Sales, Purchases, Accounts (which is selected and highlighted in blue), Tools, and Utilities. On the far right of the top bar, it says "SortMyBooksOnline.com Version: 2.7.1.195". Below the top bar, there's a toolbar with icons for Bank, Transaction Search, Fixed Assets, Misc Payments, Misc Lodgements, Statement, Reconciliation, Journals, and Plaid. To the right of the toolbar are links for Report, Accountant (k), Help, and Support (v). The main content area is titled "Bank connections" and contains a button labeled "+ Add Connection". Below that, there's a list item: "Bank of Ireland (IE) - Business On Line". The rest of the interface is mostly empty and grayed out.

**2. Click Add Connection, then log in to your bank account.**



**3. Once successfully connected, you will be redirected to SortMyBooks.**

**4. Click on your bank name to view your accounts.**



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Your trial account expires in 3274 days.

Anne   [Profile](#)   [What's new?](#)   [Log out](#)

Home   Sales   Purchases   **Accounts**   Tools   Utilities

SortMyBooksOnline.com Version: 2.7.1.195

Bank   Transaction Search   Fixed Assets   Misc Payments   Misc Lodgements   Statement   Reconciliation   Journals   Paid

Report   Accountant (k)   Help   Support (v)

**Bank connections**

[+ Add Connection](#)

▼ Bank of Ireland (IE) - Business On Line

Account	Mask	Type	Subtype	Linked to	⋮
CreditCard 0455	0455	credit	credit card	Anne Gold	<input checked="" type="checkbox"/> <a href="#">i</a>
CreditCard 0463	0463	credit	credit card	Aileen Gold	<input checked="" type="checkbox"/> <a href="#">i</a>
IB REPUBLIC CURRENT ACCOUNT	1001	depository	checking	BOI UK	<input checked="" type="checkbox"/> <a href="#">i</a>
CURRENT ACCOUNTS	1350	depository	checking	ROI Current	<input checked="" type="checkbox"/> <a href="#">i</a>

## Step 2: Link Accounts

1. Click the **pen icon** beside each bank account.
2. Select the matching **SortMyBooks account** from the list.

Edit

Linked to

BOI Current

...

Aileen Director

Aileen Gold

Anne Director

Anne Gold

BOI Deposit

## Step 3: Import Transactions

Note: Before importing for the first time, set your starting balance under accounts and bank.

1. Go to **Accounts > Statement**.
2. Select your **bank account**, choose a **date range**, and click **Import**.



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Home   Sales   Purchases   **Accounts**   Tools   Utilities

Bank   Transaction Search   Fixed Assets   Misc Payments   Misc Lodgements   **Statement**   Reconciliation   Journals   Plaid

**Import Bank Statements**

**Bank Account**  
BOI Deposit

**Import from**  
Bank Connection

Date From   Date To  
[ ]   [ ]

**Import**

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**More Plaid setup information in the video: [SMB Live Bank Feeds](#)**

**Every 90 days**, you must **refresh** your connection with Plaid. If the connection is lost, repeat the steps above.

**More Plaid refresh information in the video: [SMB Live Bank Feeds Refresh](#)**

## Set Up Nominals (Chart of Accounts)

### 1. Go to the Nominals Section

- Click on **Tools > Nominals**.



The screenshot shows the SortMyBooks software interface. The top navigation bar includes links for Home, Sales, Purchases, Accounts, Tools, and a user account section. Below the navigation bar are several icons for different functions: Nominals, Products, Services, Jobs/Projects, Locks, Year End, Import Contacts, and Import Invoice. On the right side, there are links for Report, Help, and Support. The main content area is titled 'Income' and shows a tree view of nominal categories under 'Sales (41000)' and 'Cost of Sales'. To the right of the tree view is a box titled 'Categories or Nominals' with descriptive text and instructions.

## Income

- Sales (41000)
  - Consulting
  - Training
  - Outsourced Printing
    - UK
    - Ireland
    - Design
    - Contract

### Cost of Sales

- Purchases (51000)
  - Phone Credit
  - Outsourced Printing
    - UK
    - Ireland
    - Returns
    - Wine
- Direct Labour (52000)
- Sub-contractors (53000)
- Other Direct Costs (54000)
  - Credit Card Charges

#### Categories or Nominals

To understand your business finances better, your day to day selling and spending is organised into categories, such as Advertising, Travel etc.

Each time you record a business transaction you will assign it to a category (nominal)

This section lists all the nominals in the system, and how they are grouped. You can add sub-categories, change and regroup these nominals here. Click on any of the Nominal Headings on the left, and then click on New to add sub-categories.

## Sales

Name:*	<input type="text" value="Sales"/>
Code:	<input type="text" value="41000"/>
Description:	<input type="text"/>
<input type="button" value="Merge"/> <input type="button" value="New"/> <input type="button" value="Delete"/> <input type="button" value="Save"/>	

## 2. Create Income, Cost of Sales, and Expense Nominals

These appear in your **Profit & Loss Report**.

- Click on the relevant section (e.g., **Sales**, **Cost of Sales**, or **Expenses**).
- On the right-hand side, click **New** to add a **sub-category**.
- Enter a meaningful name (e.g., “Online Sales” under Sales) and click **Save**.
- Repeat this process for each new nominal you need in these sections.

## 3. Create Balance Sheet Nominals

For customising items under **Current Assets**, **Current Liabilities**, or **Capital**:

- Use the blank nominals like **Control Asset 1**, **2**, etc.
- Click on one, rename it, and click **Save**.
- These renamed items will then be available when entering **Journal Entries**.

**Note:** You cannot create Fixed Assets or Bank Nominals here. These must be set up in their specific sections:

- Go to **Accounts > Fixed Assets** for fixed assets and depreciation.

More details in the video: [Nominals](#)



## Enter Opening Balances

### 1. Set the Start of Accounting Year

- Go to **Home > Settings > Accounting**.
- Ensure the field "**Start of First Accounting Year**" is set correctly, as this date controls report periods and allowable transaction dates.

### 2. Enter Opening Debtor Balances

- Go to **Sales > Customers**.
- Click on a customer, then click **Opening Balance**.
- Add an **Opening Balance Invoice**, enter the VAT rate, invoice number (optional), and balance due as of the start of the year.
- The invoice date will be auto-set to December 31 of the previous year.
- Repeat for each customer.
- Check totals via **Reports > Ledger Reports > Trial Balance** under *Current Assets*.

### 3. Enter Opening Creditor Balances

- Go to **Purchases > Suppliers**.
- Click on a supplier, then click **Opening Balance**.
- Add an invoice with the amount owed as of year start.
- Totals appear under **Current Liabilities** in the Trial Balance.

### 4. Enter Opening Bank Balances

- Go to **Accounts > Bank**.
- Select or create bank accounts, choosing the correct **account type** (e.g., Bank, Credit Card, Loan).
- Enter the opening balance:
  - Use **positive values** for available funds.
  - Use **negative values** for debts/overdrafts.
- If prior transactions (e.g. uncashed cheques) exist, adjust them separately to match the bank statement.

### 5. Enter Opening Fixed Assets

- Go to **Accounts > Fixed Assets > Add New**.



- Enter asset name, category, purchase cost, acquisition date, and accumulated depreciation.
- The system will generate appropriate journal entries.

## 6. Enter Other Balances via Journal Entries

- Go to **Accounts > Journals > Add**.
- Use the last day of the previous accounting year.
- Add lines for any additional balances (e.g., VAT owed, tax assets, accruals, prepayments, retained earnings).
- Use **Opening Balances** as the offset account.
- Save the journal.

## 7. Review the Trial Balance

- Go to **Reports > Ledger Reports > Trial Balance**.
- Verify all assets, liabilities, and capital match your previous year's closing balances.
- Ensure the **Net Assets** equal **Capital**, and that the total in **Opening Balances** is zero.

More details in the video: [Opening Balances](#)

## Connect AutoEntry

AutoEntry is a software that automates data entry by accurately capturing, analysing, and posting invoices, receipts, expenses, and statements into your accounting solution.

The SortMyBooks integration with AutoEntry means you never have to worry about losing receipts again. You just take a photo with your app and send it off. Same with your purchase invoices, ask your supplier to email them either to you or straight to AutoEntry.

### Step 1: Enable API in SortMyBooks

1. Log in to **SortMyBooks**.
2. Go to **Home > Settings > API**.
3. Click **Enable API**, then **Generate New Key**, and click **OK**.

### Step 2: Sign Up for AutoEntry

1. Go to [AutoEntry](#) and start a **free trial**. Use this partner link to get 50% off your subscription for the first 6 months.
2. Enter your **email, name, and password** to sign up.



3. Fill in your **company details** and click **Next**.

### Step 3: Connect AutoEntry to SortMyBooks

1. Scroll down and select **SortMyBooks** from the list.
2. Click **Connect**.
3. Go back to **SortMyBooks**, copy the **API Key**, and paste it into **AutoEntry**.
4. Click **Connect** to establish the connection.

### Step 4: Configure AutoEntry Settings

- Enter additional company details like **VAT period frequency** and **start date** (if VAT-registered).
- These settings can be updated later in **Company Settings**.
- Click **Next** to continue.

### Step 5: Add Users & Notifications

- Add users (e.g., **accountant**, **bookkeeper**) to forward invoices.
- Set up **email notifications** for invoice processing updates.
- Configure **mailbox details** for incoming invoices.

Click this link for detailed video instructions on integrating with AutoEntry:

[How to integrate SMB with AutoEntry](#)

[How to manage AutoEntry after integration](#)

You can purchase AutoEntry through Sortmybooks with a 50% discount for your first six months.

[How to purchase AutoEntry through SMB](#)

Use this link for the trial, and you will get 6 months half off

<https://sortmybooksaislingsoftwareltd.cmail20.com/t/y-l-uuldirt-iyddljuuyh-s/>

## Connect NoFrixion

### Step 1: NoFrixion Setup & Compliance

NoFrixion is a regulated **Electronic Money Institution (EMI)** authorised by the **Central Bank of Ireland**. While EMIs are not banks, they offer many of the same payment services traditionally provided by banks.



The point of all these is greater accuracy, ease, and transparency for the bookkeeper and business owner, allowing for an easier, happier workflow between the two.

Before using NoFrixion, you must complete a short compliance onboarding process. We can help you during that process.

## Step 2: Paying Bills via NoFrixion in SortMyBooks

1. **Go to** Reports > Purchase Reports > Purchase Invoices.
2. In the **Payment Type** box, select **NoFrixion** from the dropdown list.
3. Click **Apply** to see the list of unpaid bills.
4. Select one or multiple invoices.
5. In the **Action** box, choose **Send to NoFrixion** and click **Apply**.

The screenshot shows the SortMyBooks software interface for managing invoices. On the left, there are several filter dropdowns and buttons:

- Suppliers: A dropdown menu.
- VAT Period from: A dropdown menu with "All" selected.
- to: A dropdown menu with "All" selected.
- Invoice Status: A dropdown menu with "Unpaid" and "Partially Paid" selected.
- Contact Note: An empty text input field.
- Contact E-Mail: A dropdown menu with "All" selected.
- Payment Type: A dropdown menu with "NoFrixion" selected.
- Order Invoices By: A dropdown menu with "Invoice Date" selected.
- PDF Page Orientation: A dropdown menu with "Portrait" selected.

On the right, there is a table titled "Show Selected" showing a list of invoices:

VAT Period	Invoice No	Date	Contact	E-Mail	IBAN	Payment Type	Vat Rate	VAT Type	Total Net	Total Vat	Total Gross	Currency	Base Eq. Gross	Nominal	Status	Due Date	Amount Due	
Jan-2025	Feb 88					3897745	NoFrixion	Zero	Normal Processing	250	0	250	Euro	250	Application Support	active	Jan 20, 2025	250
Jan-2025	Feb 1239					113240	NoFrixion	9.00	Normal % Processing	369.89	33.29	403.18	Euro	403.18	Utilities	active	Jan 21, 2025	403.18
Jan-2025	Feb 405					129150	NoFrixion	23.00	Normal % Processing	500	115	615	Euro	615	Consultancy	active	Jan 22, 2025	615
										1119.89	148.29	1268.18	-	1268.18	-	-	-	1268.18

At the bottom of the screen, there are "Apply" and "Reset" buttons.

6. Press **Create**—a confirmation message will appear.



[All reports](#) [Print](#) [Save as PDF](#)

Action:

Send to No Frixion ×

Selected Purchase Invoices

Order Invoices By:

Invoice Date ×

**Apply**

Will create payrun to pay 3 invoices in  
Nofrixion

AISLING SOFTWARE LIMITED

**Create**



### Step 3: Authorising Payments in NoFrixion

1. Log into your **NoFrixion** account.
2. Go to **Accounts Payable > Pay Runs**.

The screenshot shows the NoFrixion software interface for managing pay runs. At the top, there is a navigation bar with links for Dashboard, Current Accounts, Accounts Receivable, Accounts Payable (which is currently selected), Rules, and a user profile for Anne Hanna. The main area is titled 'Accounts payable' and shows a list of 'Active pay runs'. One pay run is highlighted, showing a total of 3 payouts worth € 1,268.18. Below the list, there are buttons for 'Payouts', 'Pay runs', and 'Beneficiaries'. At the bottom, there is a search bar and a 'See archived' link.

3. Click **Approve Pay Run**, select a **payment date**, and press **Approve**.

A screenshot of the SortMyBooks software interface. At the top, there is a navigation bar with links for Dashboard, Current Accounts, Accounts Receivable, Accounts Payable, and Rules. On the far right, it shows the user "Anne Hannan" and the company "AISLING SOFTWARE LIMITED". Below the navigation bar, there is a breadcrumb trail: "All pay runs". The main area displays a payment run with the identifier "PR-20250123-165554". A green button labeled "Authorise payments" with a hand cursor icon is visible. Below this, a status bar shows the progress: Draft, Awaiting approval, Awaiting funds, **Awaiting authorisation** (1 pending), Scheduled, and Completed. The main content area shows a table with payment details. The table includes columns for PAYMENT REFERENCE (AISLC02CB865QUVJZ), PAYMENT AMOUNT (€ 250.00), and a summary line showing a balance of € 1,268.18 after a payment of € 1,566.30 from an initial balance of € 2,834.48. To the right of the table, there is a "Activity" section with two entries: "Approved by you" (Jan 23 at 16:58) and "Created by you" (Jan 23 at 16:55).

PAYMENT REFERENCE	PAYMENT AMOUNT
AISLC02CB865QUVJZ	€ 250.00

Balance after payment €1,566.30

€ 1,268.18

Activity

- Approved by you Jan 23 at 16:58
- Created by you Jan 23 at 16:55

4. Click **Authorise**, enter the unique **security code**, and confirm.
5. Payments are completed in seconds, and suppliers receive a **remittance email** with invoice details.

**Only the account owner can authorise payments.** Bookkeepers can process but cannot approve payments.

**Click the link to find out more:**  
[How to make payments using NoFrixion](#)

**More in the video:**  
[NoFrixion Payment Run](#)