



## SortMyBooks Online for new customers

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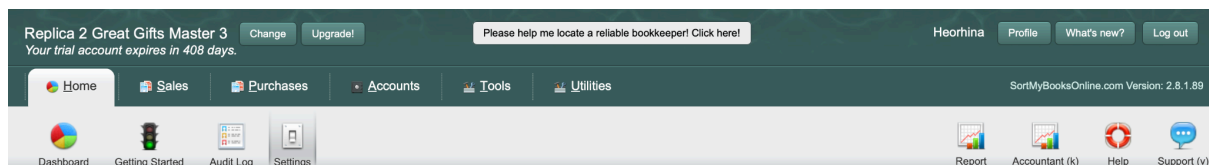
[Connect NoFixion](#)

## 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).



### 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.

The screenshot shows the "Accounting" settings page in the SortMyBooks application. The top navigation bar includes "Home", "Sales", "Purchases", "Accounts", "Tools", and "Utilities". Below this is a secondary bar with "Dashboard", "Getting Started", "Audit Log", and "Settings". The main content area has tabs for "General", "Address", "Accounting" (selected), "Logo", "Subscription", "Sharing", "Cloning", and "API". The "Accounting" tab contains several fields: "Business Type" (set to "Limited Company"), "Director Name" (empty), "Start of First Accounting Year" (01/01/2013), "Start of Current Accounting Year" (01/01/2013), "Industry" (set to "Other"), "VAT Registered" (checked), "VAT Exempt" (unchecked), "VAT Number" (IE7775555L), "VAT Calculation Type" (set to "Cash Receipt"), and "EORI" (empty). There are also buttons for "Change", "Upgrade!", and "Please help me locate a reliable bookkeeper! Click here!".

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	georgina@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
<b>selected</b>	<b>Name</b>	
<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 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
<div> <div>Add</div> <div> <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 TCL - Tax Liability Account where you owe Revenue eg. RCT you've withheld from a Sub-contractor.         </div> </div>			
Name:*	Type:*	Currency:	Opening Balance:
Ulster Current	<div> <div>Bank</div> <div>Cash</div> <div>Credit Card</div> <div>Contra Account</div> <div>Loan</div> <div>Short Term Loan</div> <div>Till</div> <div>TCA</div> </div>	Euro	
			Base Equivalent:
			OK Cancel
PSWithholding Tax			5,925.46
Cash counter #1			31,425.00
PayPal			0.00
Director Smithers	Loan		-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: *	Name on Account:			
<input type="text" value="BOI Current"/>	<input type="text" value="Sample"/>			
Type: *	Account Number:			
<input type="text" value="Bank"/>	<input type="text" value="12345678"/>			
Currency:	BIC:			
<input type="text" value="Euro"/>	<input type="text"/>			
Bank Address:	IBAN:			
<input type="text" value="St Stephen's Green&lt;br/&gt;Dublin 2"/>	<input type="text" value="IE71 BOFI 90270999999"/>			
Sort Code:	Opening Balance:			
<input type="text" value="90-80-12"/>	<input type="text" value="0.00"/>			
	Base Equivalent:			
	<input type="text" value="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

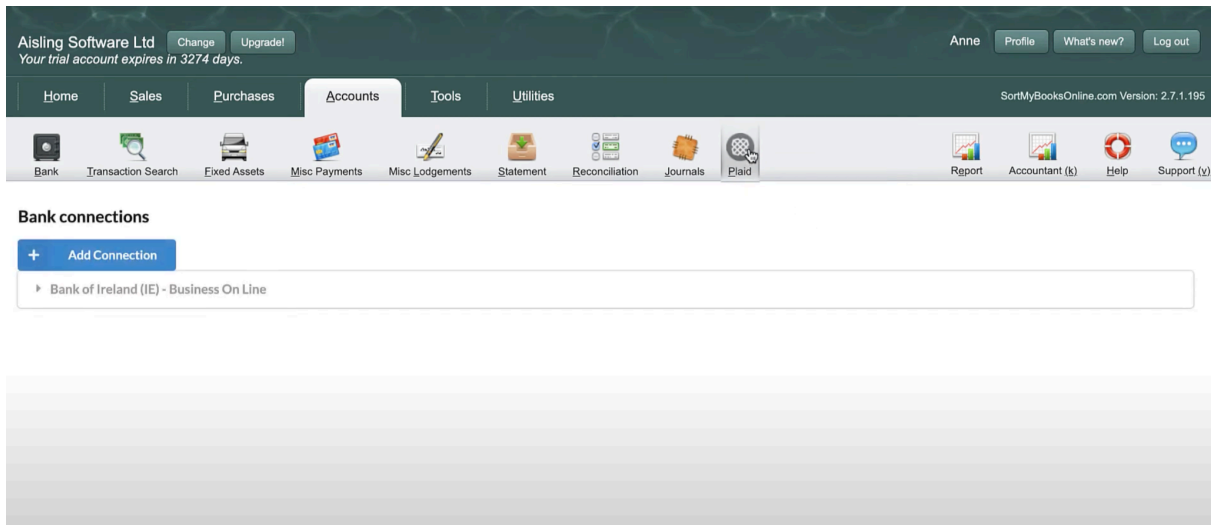
Choosing the correct account type ensures everything appears correctly on your **Balance Sheet**—as either an Asset, Liability, or part of Capital.

## Connect Live Bank Feeds

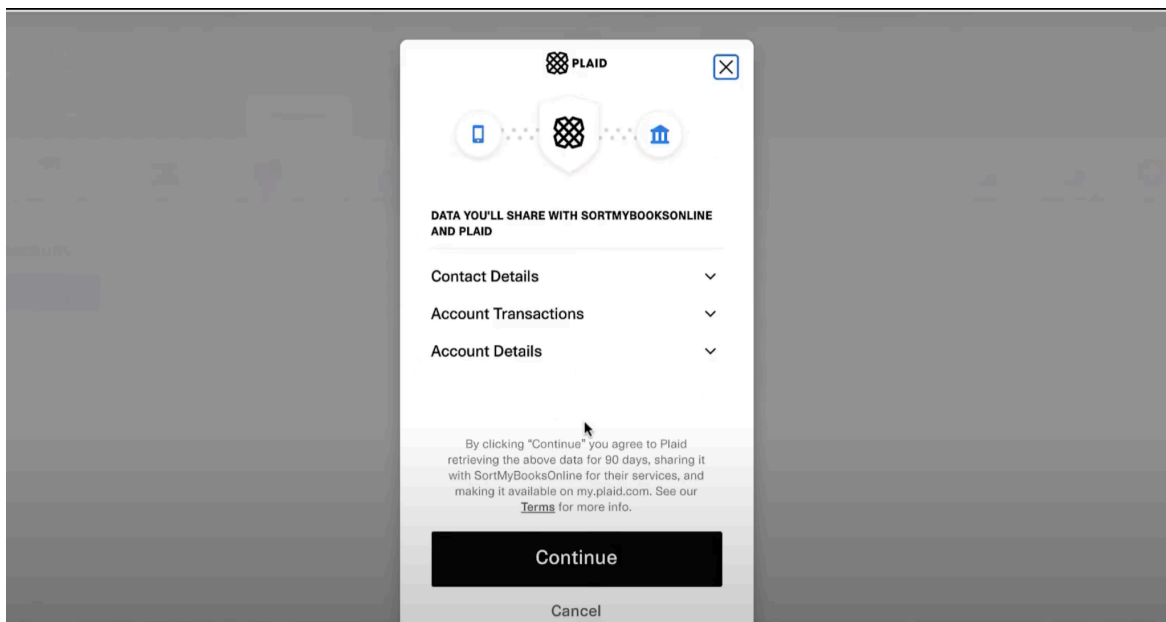
Connect Live bank feeds for easy lodgment/payment match and bank reconciliation.

### Step 1: Connect Your Bank

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



**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.**



Aisling Software Ltd [Change](#) [Upgrade!](#) Anne [Profile](#) [What's new?](#) [Log out](#)  
Your trial account expires in 3274 days.

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 **Plaid** Report Accountant (k) Help Support (y)

### Bank connections

[+ Add Connection](#)

**Bank of Ireland (IE) - Business On Line**

[i Info](#) [Refresh](#) Expire: 2021-09-08 11:36:15

Account	Mask	Type	Subtype	Linked to	
CreditCard 0455	0455	credit	credit card	Anne Gold	<a href="#">✎</a> <a href="#">i</a>
CreditCard 0463	0463	credit	credit card	Aileen Gold	<a href="#">✎</a> <a href="#">i</a>
IB REPUBLIC CURRENT ACCOUNT	1001	depository	checking	BOI UK	<a href="#">✎</a> <a href="#">i</a>
CURRENT ACCOUNTS	1350	depository	checking	BOI Current	<a href="#">✎</a> <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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Your trial account expires in 3274 days.

[Home](#) [Sales](#) [Purchases](#) [Accounts](#) [Tools](#) [Utilities](#)

[Bank](#) [Transaction Search](#) [Fixed Assets](#) [Misc Payments](#) [Misc Lodgements](#) [Statement](#) [Reconciliation](#) [Journals](#) [Plaid](#)

### Import Bank Statements

**Bank Account**

**Import from**

**Date From**   
**Date To**

[Import](#)

Sort My Books On-Line™ is © 2009-2021 Aisling Software Ltd. Ireland.

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 SortMyBooksOnline.com interface. At the top, there is a navigation bar with tabs: Home, Sales, Purchases, Accounts, and Tools. Below this is a toolbar with icons for Nominals, Products, Services, Jobs/Projects, Locks, Year End, Import Contacts, Import Invoice, Report, Help, and Support. The main content area is divided into two sections. On the left, under the 'Income' heading, there is a tree view showing 'Sales (41000)' with sub-items: Consulting, Training, Outsourced Printing, UK, Ireland, Design, and Contract. Below this, under the 'Cost of Sales' heading, there is a tree view showing 'Purchases (51000)' with sub-items: Phone Credit, Outsourced Printing, UK, Ireland, Returns, and Wine; 'Direct Labour (52000)'; 'Sub-contractors (53000)'; 'Other Direct Costs (54000)'; and 'Credit Card Charges'. On the right, there is a yellow box titled 'Categories or Nominals' with text explaining that business transactions are organized into categories (nominals) and that each transaction is assigned to a category. Below this, there is a form titled 'Sales' with fields for 'Name:\*' (containing 'Sales'), 'Code:' (containing '41000'), and 'Description:'. At the bottom right of the form are buttons for 'Merge', 'New', 'Delete', and '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-uuldir-iyddljuyyh-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**.

Suppliers:

VAT Period from:  

All

to :  

All

Invoice Status:  

Unpaid ×

Partially Paid ×

Contact Note:

Contact E-Mail:  

All ✕

Payment Type:  

NoFrixion ×

Order Invoices By:  

Invoice Date ×

PDF Page Orientation:  

Portrait ×

Apply

Reset

Invoice Status: Unpaid/Partially Paid  
Contact E-Mail: All  
Payment Type: NoFrixion  
Order Invoices By: Invoice Date

Show Selected

	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
<input checked="" type="checkbox"/>	Jan-Feb 2025	88				3997745	NoFrixion	Zero	Normal Processing	250	0	250	Euro	250	Application Support	active	Jan 20, 2025	250
<input checked="" type="checkbox"/>	Jan-Feb 2025	1239				11 3240	NoFrixion	9.00 %	Normal Processing	369.89	33.29	403.18	Euro	403.18	Utilities	active	Jan 21, 2025	403.18
<input checked="" type="checkbox"/>	Jan-Feb 2025	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

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

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

Action:

Send to No Frizion ×

Order Invoices By:

Invoice Date ×

Apply

## Selected Purchase Invoices

Will create payrun to pay 3 invoices in  
**Nofrixion**  
AISLING SOFTWARE LIMITED


Create

### Step 3: Authorising Payments in NoFrizion

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

[Dashboard](#)
[Current Accounts](#)
[Accounts Receivable](#)
[Accounts Payable](#)
[Rules](#)

AL AISLING SOFTWARE LIMITED

Anne Hannan

## Accounts payable

[Payouts](#)
[Pay runs](#)
[Beneficiaries](#)

Create pay run

### Active pay runs

PR-20250123-165554

Draft

3 payouts  
€ 1,268.18

See archived

2025

Search

COMPLETED

TOTAL EUR

TOTAL GBP

# PAYMENTS

PAYEES

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



Dashboard | Current Accounts | Accounts Receivable | Accounts Payable | Rules

AL AISLING SOFTWARE LIMITED  
Anne Hannan

← All pay runs

**PR-20250123-165554**

Payments will be submitted immediately after authorisation

**Authorise payments**

Draft | Awaiting approval | Awaiting funds | **Awaiting authorisation** | Scheduled | Completed

1 pending

€ 2,834.48

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

PAYMENT REFERENCE ⓘ	PAYMENT AMOUNT
AISLC02CB865QUVVJZ	€ 250.00

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 NoFriction](#)

**More in the video:**

[NoFriction Payment Run](#)