SortMyBooks

SortMyBooks Online for new customers
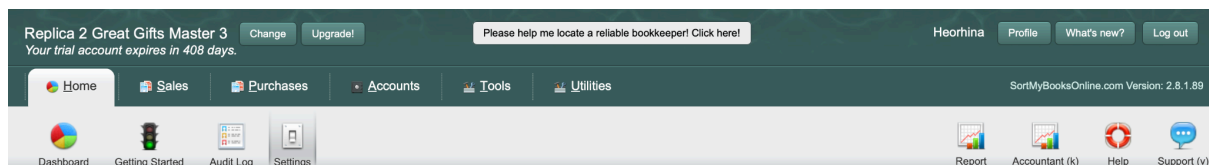
Create an account

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.

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**.

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).

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).

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

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.**
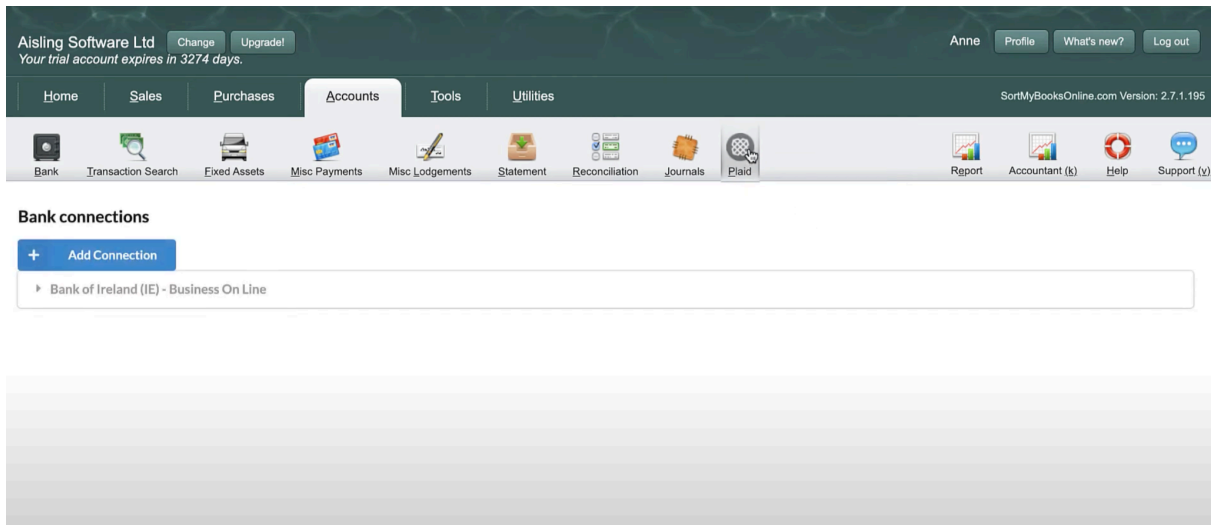
2. Click Add Connection, then log in to your bank account.
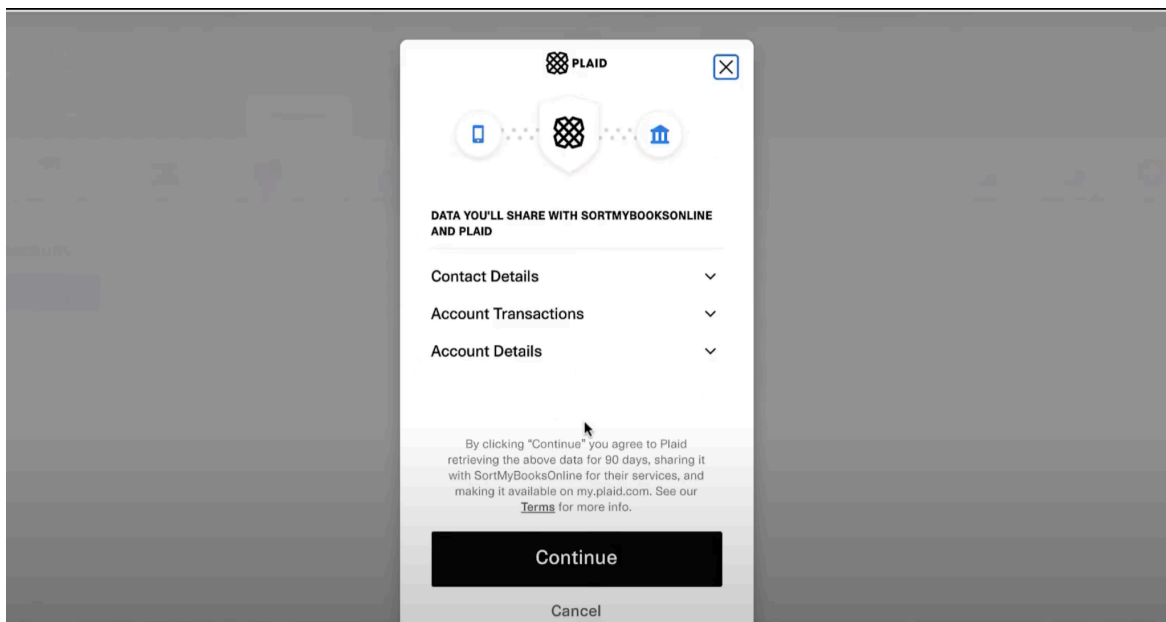
3. Once successfully connected, you will be redirected to SortMyBooks.

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

Step 2: Link Accounts

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

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**.

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**.

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-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**.

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

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Step 3: Authorising Payments in NoFrixion

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

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

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