



SortMyBooks for new customers

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Create an account

1. Go to [SortMyBooks](#)
2. Sign in or create an account by entering your **email, password, name, and phone number**.
3. Confirm your email address after receiving an email from SortMyBooks.
4. Choose a package: **Standard, Retail, Multicurrency 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).

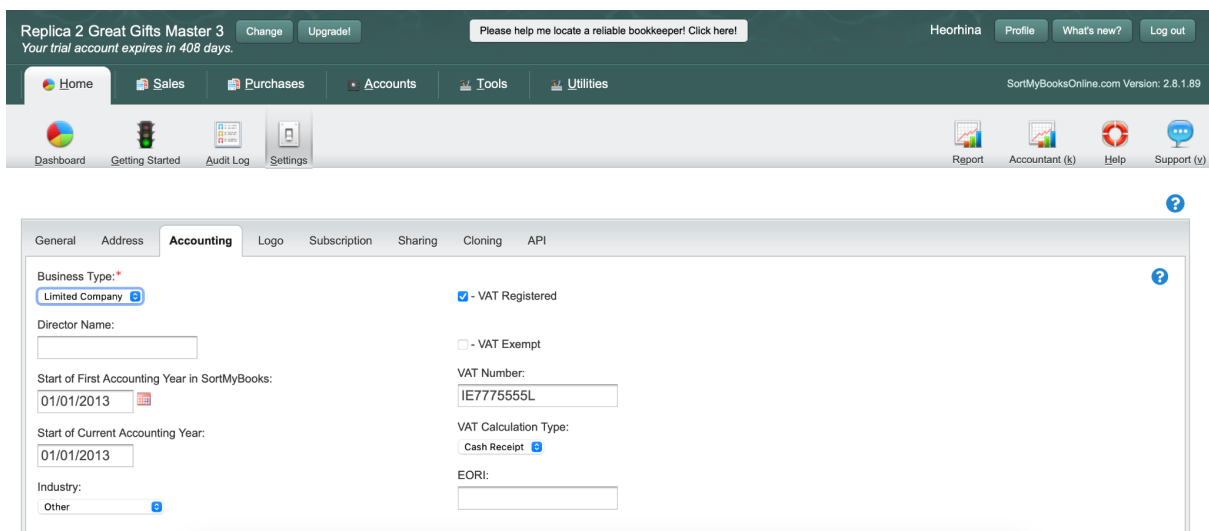
The screenshot shows the SortMyBooksOnline.com interface. At the top, there's a header with the user's name 'Replica 2 Great Gifts Master 3', a 'Change' button, an 'Upgrade!' button, and a link to 'Please help me locate a reliable bookkeeper! Click here!'. On the right, there are links for 'Heorhina', 'Profile', 'What's new?', and 'Log out'. Below the header is a navigation bar with icons for 'Home', 'Sales', 'Purchases', 'Accounts', 'Tools', and 'Utilities'. A secondary bar shows 'Dashboard', 'Getting Started', 'Audit Log', and 'Settings' (which is highlighted). On the right of this bar are icons for 'Report', 'Accountant (t)', 'Help', and 'Support (v)'. The version 'SortMyBooksOnline.com Version: 2.8.1.89' is displayed. The 'Settings' window is open, showing tabs for 'General', 'Address', 'Accounting', 'Logo', 'Subscription', 'Sharing', 'Cloning', and 'API'. The 'General' tab is active, displaying fields for 'Name' (set to 'Great Gifts Master 3'), 'Website', 'Business Email' (set to 'contact@sortmybooks.co'), 'Registration Number' (set to '123123123'), 'Business Currency' (set to 'Euro'), and 'Country' (set to 'Ireland'). There are 'OK' and 'Cancel' buttons at the bottom right of the settings window.

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 whether 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 SortMyBooks web interface. At the top, there's a header with the user's name 'Replica 2 Great Gifts Master 3', a trial expiration notice, and links for 'Change', 'Upgrade!', 'Please help me locate a reliable bookkeeper! Click here!', 'Heorhina', 'Profile', 'What's new?', and 'Log out'. Below this is a navigation bar with icons for 'Home', 'Sales', 'Purchases', 'Accounts', 'Tools', and 'Utilities'. A secondary bar shows 'Dashboard', 'Getting Started', 'Audit Log', and 'Settings'. The main content area is titled 'Accounting' and includes tabs for 'General', 'Address', 'Logo', 'Subscription', 'Sharing', 'Cloning', and 'API'. The 'Accounting' tab is active, showing fields for 'Business Type' (set to 'Limited Company'), 'Director Name', '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'.

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

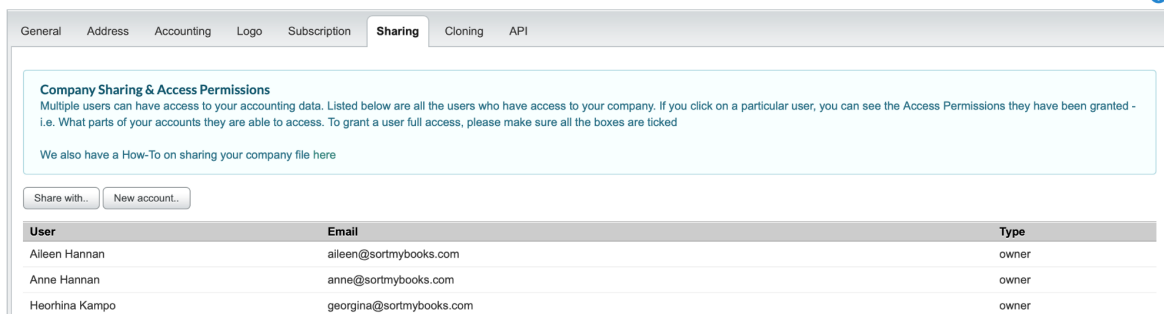
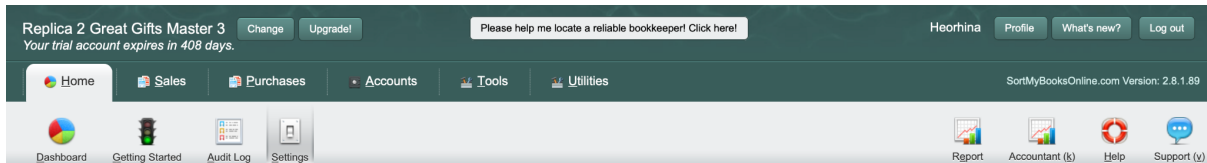
The sharing feature allows you to grant access to your accounting data to anyone who needs to log in (e.g., a bookkeeper, accountant, or employee).

Step 1: Add a New User

1. Go to **Home > Settings > Sharing**.

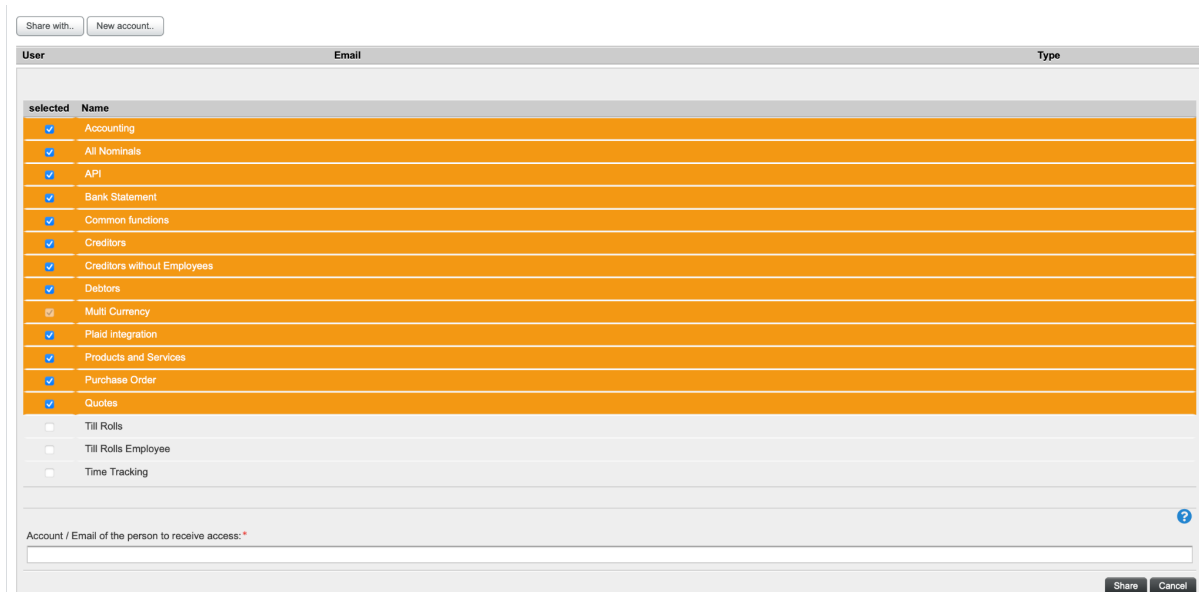


2. Click **New Account**.
3. Enter the person's **email address** as their login.
4. Create a **password** for them.
5. Fill out the remaining fields and click **OK**.



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 its settings (tick the items you want to import into 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
Add Account Add 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. Name: * Ulster Current Type: * Bank Cash Credit Card Contra Account Loan Short Term Loan Till TCA Currency: * Euro Opening Balance: * 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:			
BOI Current	Sample			
Type: *	Account Number:			
Bank	12345678			
Currency:	BIC:			
Euro				
Bank Address:	IBAN:			
St Stephen's Green
Dublin 2	IE71 BOFI 90270999999			
Sort Code:	Opening Balance:			
90-80-12	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, such as “Term Loan” or the account number.

6. Add GoCardless account

- Treat this like a bank account.



- Use **Type: Bank** and name it accordingly (e.g. GoCardless)

7. 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.

8. For Limited Companies

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

9. 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)**.

10. 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

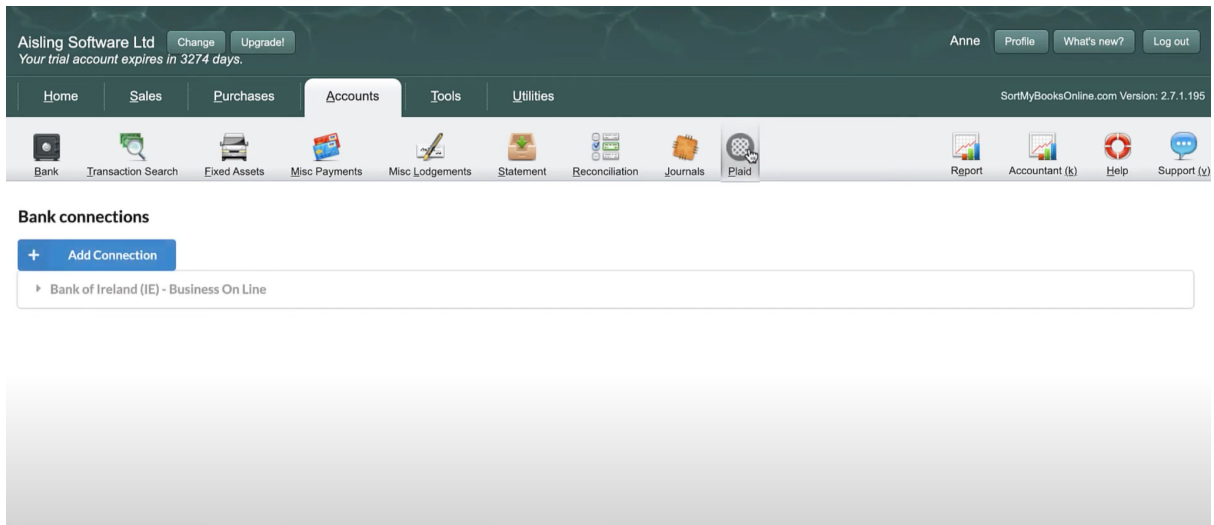
Choosing the correct account type ensures everything appears correctly on your **Balance Sheet**—as either an Asset, Liability, or part of Capital.

Connect Live Bank Feeds

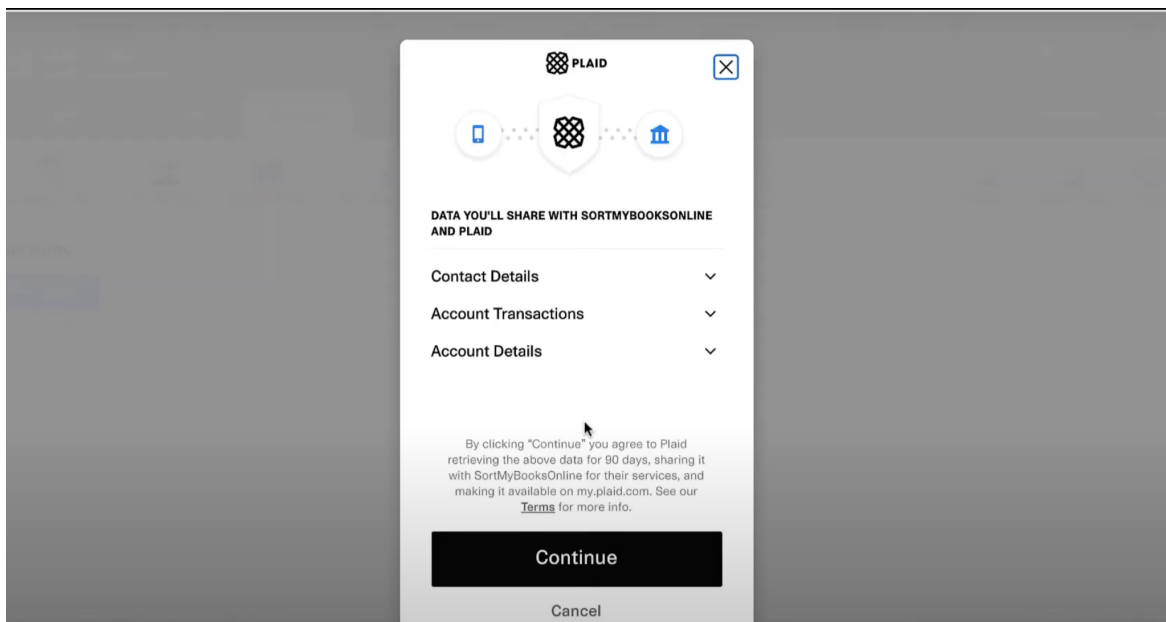
Connect Live bank feeds for easy lodgment/payment match and bank reconciliation.

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

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

Account	Mask	Type	Subtype	Linked to	
CreditCard 0455	0455	credit	credit card	Anne Gold	✎ i
CreditCard 0463	0463	credit	credit card	Aileen Gold	✎ i
IB REPUBLIC CURRENT ACCOUNT	1001	depository	checking	BOI UK	✎ i
CURRENT ACCOUNTS	1350	depository	checking	BOI Current	✎ i

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**.

Aisling Software Ltd [Change](#) [Upgrade!](#)
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](#)

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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**.



Home Sales Purchases Accounts Tools

SortMyBooksOnline.com
Version: 1.2 (build:4460)

Nominals Products Services Jobs/Projects Locks Year End Import Contacts Import Invoice Report Help Support

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: *

Code:

Description:

Merge New Delete 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 the 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 the start of the year.
- 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, such as **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 the business owner, enabling a smoother, happier workflow between them.

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
☒	Jan-Feb 2025	88				3997745	NoFrixion	Zero	Normal Processing	250	0	250	Euro	250	Application Support	active	Jan 20, 2025	250
☒	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
☒	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.

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 Nofrixion

1. Log in to your **Nofrixion** account.
2. Go to **Accounts Payable > Pay Runs**.

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

AL AISLING SOFTWARE LIMITED
Anne Hannan

Accounts payable [Create pay run](#)

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

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

Activity

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

€ 1,268.18

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 Nofrixion](#)

More in the video:

[Nofrixion Payment Run](#)

Connect GoCardless

SortMyBooks is integrated with GoCardless, so you can offer your customers the convenience of Direct Debit and have collections, fees, and bookkeeping reconciled automatically.

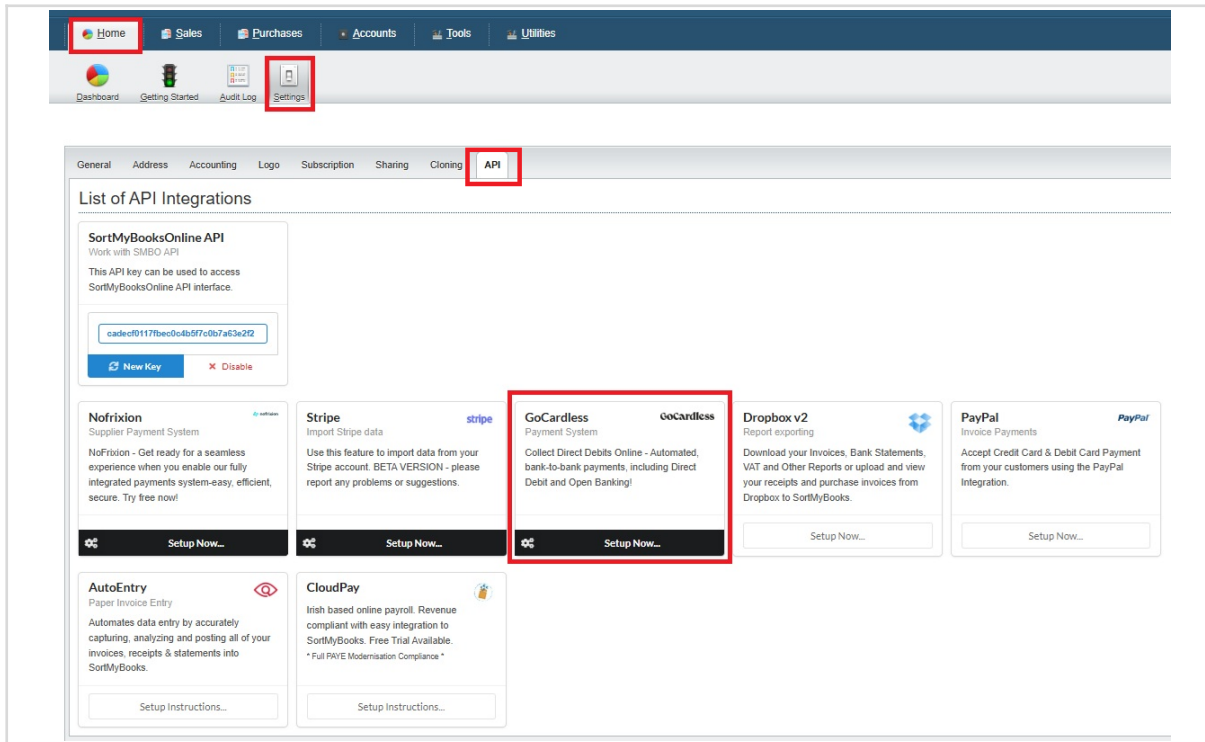
Note: A video walking through every step below is also available: [GoCardless How To](#)

Part 1: Connect GoCardless to SortMyBooks

Do this once, when you first set up the integration.

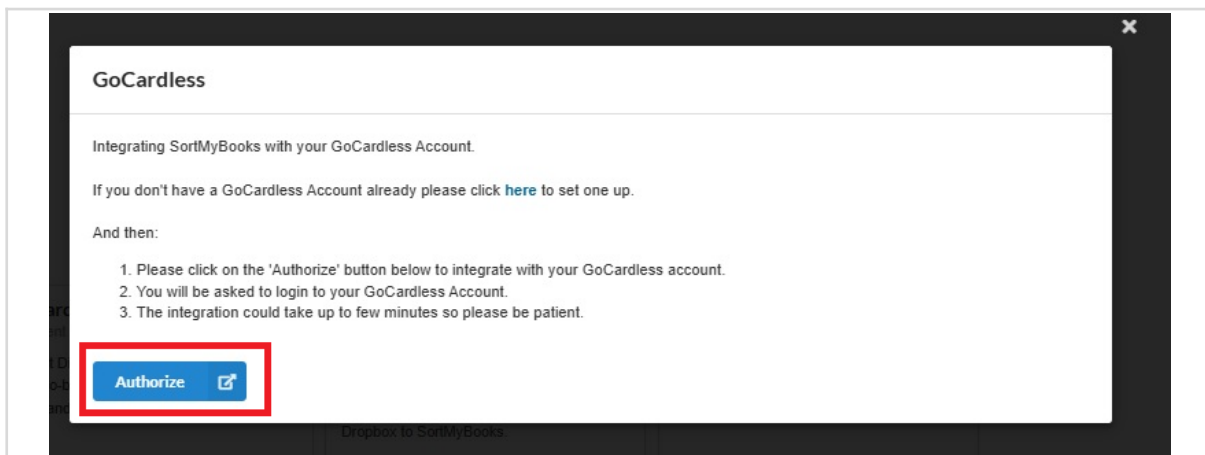


1. Log in to your SortMyBooks file.
2. Click Home → Settings → API. This is where all of SortMyBooks' integrations live.



The API integrations screen in SortMyBooks Settings.

3. Find the GoCardless box and click Setup Now.
4. On the next screen, click Authorise.



Authorising the GoCardless connection.

5. If you already have a GoCardless account, log in with your existing details. If not, click Sign up now and create one.



 SortMyBooks

 GoCardless

Connect your GoCardless Account

Sign up
or
Log in

New to GoCardless? Sign up

Email

aleen@sortmybooks.com

Password

Join over 100,000 businesses using GoCardless to:

- ✓ Get paid on time
- ✓ Save time and money
- ✓ Win and retain more customers
- ✓ Reduce stress

SortMyBooks will be able to view, create and make changes to customers, payments, subscriptions and other information as described in the Connected Merchant Agreement.

Logging in to (or signing up for) GoCardless.

Note: If you're setting up a brand-new GoCardless account, you'll need to enter your company details and complete GoCardless's verification process before continuing.

6. Enter your company details: Business name, type, email address, phone number and password.



 SortMyBooks

 GoCardless

SortMyBooks has partnered with GoCardless

Join 100,000+ other businesses and collect one-off or recurring payments, securely.

- ✓ No more chasing late payments
- ✓ Skip expensive card fees
- ✓ Automate admin and reduce stress

Get Started with GoCardless

Business name ⓘ

Balancing Up 

Business type

Choose a business type ▼

Email

aileen@sortmybooks.com

Phone number ⓘ

 +353

Please enter a valid phone number

Password (min 12 characters)

👁

Password is required

☐

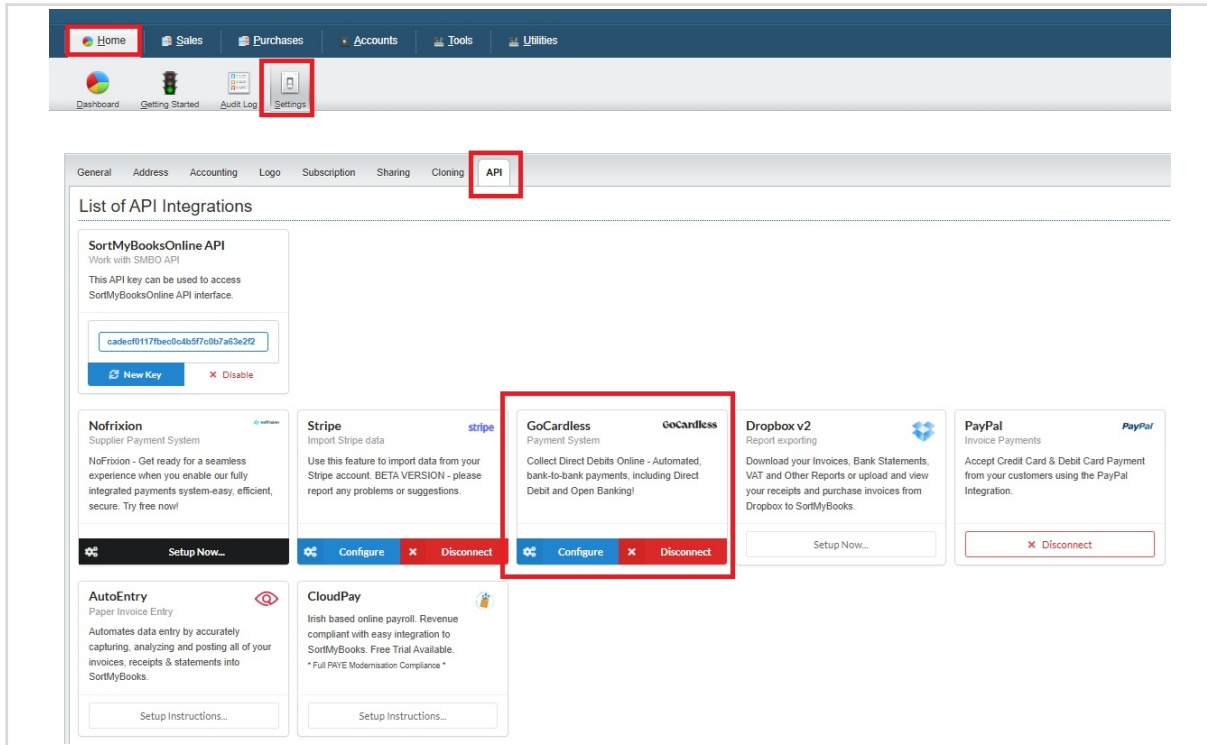
I agree to the [terms of service](#) and [incorporated terms](#), and understand GoCardless' [privacy notice](#).

Entering details

7. You will be brought back to SortMyBooks.
8. Set the GoCardless as a VAT-registered, reverse-charge supplier. Go to Purchases > Suppliers, add a supplier: name - GoCardless Fee, country - France, select Payee type - Supplier, and click OK. Click GoCardless in the list of suppliers, then go to the Financial tab and select VAT Type - Reverse Charge EU.

Name	Payee	National Currency	Total Due	Email	Telephone	Last Purchase
Quick Edit Details Financial Aliases Merge Opening Balance Delete						
Name:* GoCardless Fee			Payment Type: 			
Registration Number: 			Credit Terms: 30			
Country:* France			☐ - VAT Exempt			
Payee:* Supplier			☐ - VAT Registered			
National Currency:* Euro			VAT Number: 			
BIC/SWIFT: 			VAT Type:* Reverse Charge EU			
IBAN: 			EORI: 			

9. Go to Home, Settings, API, and click to configure your GoCardless settings.



The screenshot shows the SortMyBooks interface. The top navigation bar has 'Home' selected. Below it, the 'Settings' icon is highlighted. The 'API' tab is selected in the sub-navigation bar. The 'List of API Integrations' section shows several integrations, with 'GoCardless' highlighted by a red box. The 'GoCardless' integration card shows a 'Configure' button and a 'Disconnect' button.

10. The GoCardless Creditor field will already be filled in for you.



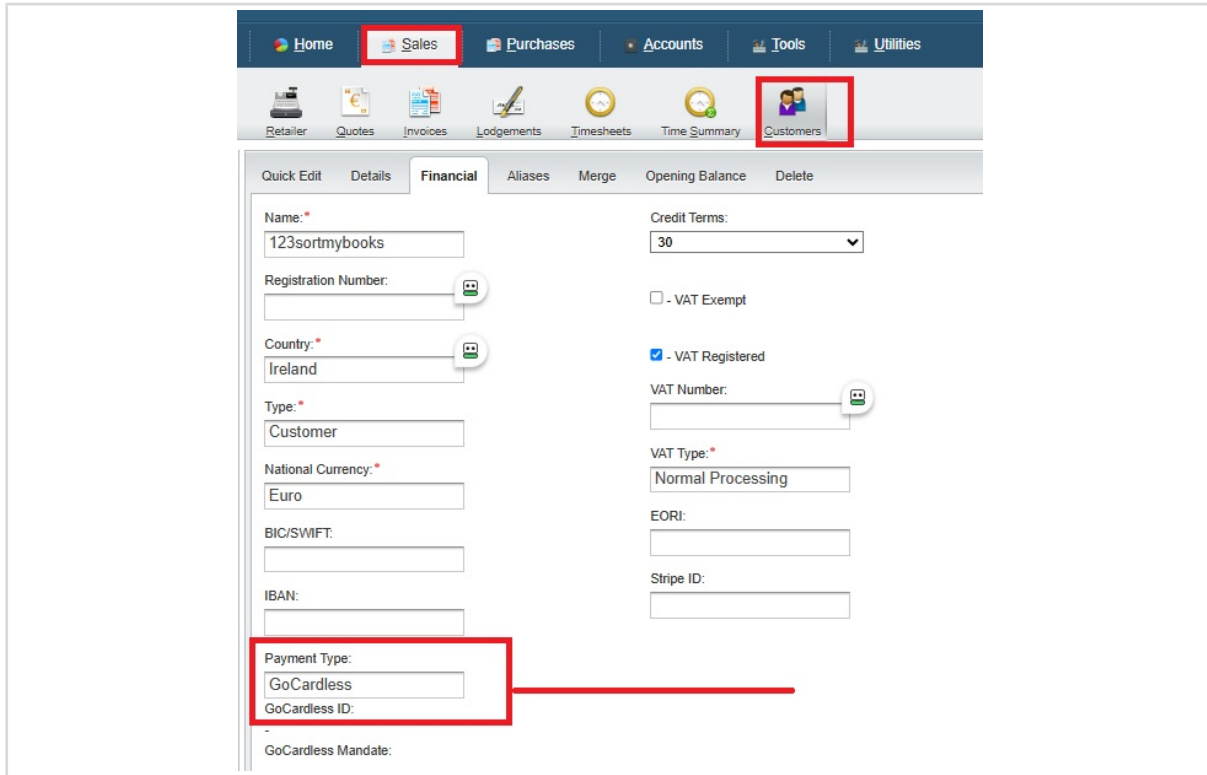
11. Set the Bank Account of incoming payments — GoCardless account. Invoices that your customers pay are automatically marked as paid into this account.
12. Set the Bank Account of incoming payouts — this is the account you nominated on the GoCardless side to receive the funds GoCardless collects from your customers (e.g. a current account).
13. Select GoCardless Supplier - GoCardless Fee.

A screenshot of a web form titled "GoCardless". The form is divided into two main sections. The left section contains four dropdown menus: "GoCardless Creditor" (selected: SortMyBooks), "Bank Account of incoming payments" (selected: Go Cardless), "Bank Account of incoming payouts" (selected: BOI Current), and "GoCardless Supplier" (selected: Gocardless Fee). A blue "Save" button is at the bottom left. The right section displays verification details: "Organisation" (OR00009AEZ123W), "Creditor" (CR0000ACNVT68K), and "Verification status" (Successful). Each detail is preceded by a green checkmark icon and is enclosed in a green box.

Configuring the GoCardless creditor and bank accounts.

Part 2: Set Up Your Customers for Direct Debit

1. Go to Sales → Customers and find or add the customer you want to set up.
2. Click the Financial tab and set the Payment Type to GoCardless.



Home Sales Purchases Accounts Tools Utilities

Retailer Quotes Invoices Lodgements Timesheets Time Summary Customers

Quick Edit Details Financial Aliases Merge Opening Balance Delete

Name: 123sortmybooks Credit Terms: 30

Registration Number: - VAT Exempt

Country: Ireland - VAT Registered

Type: Customer VAT Number:

National Currency: Euro VAT Type: Normal Processing

BIC/SWIFT: EORI:

IBAN: Stripe ID:

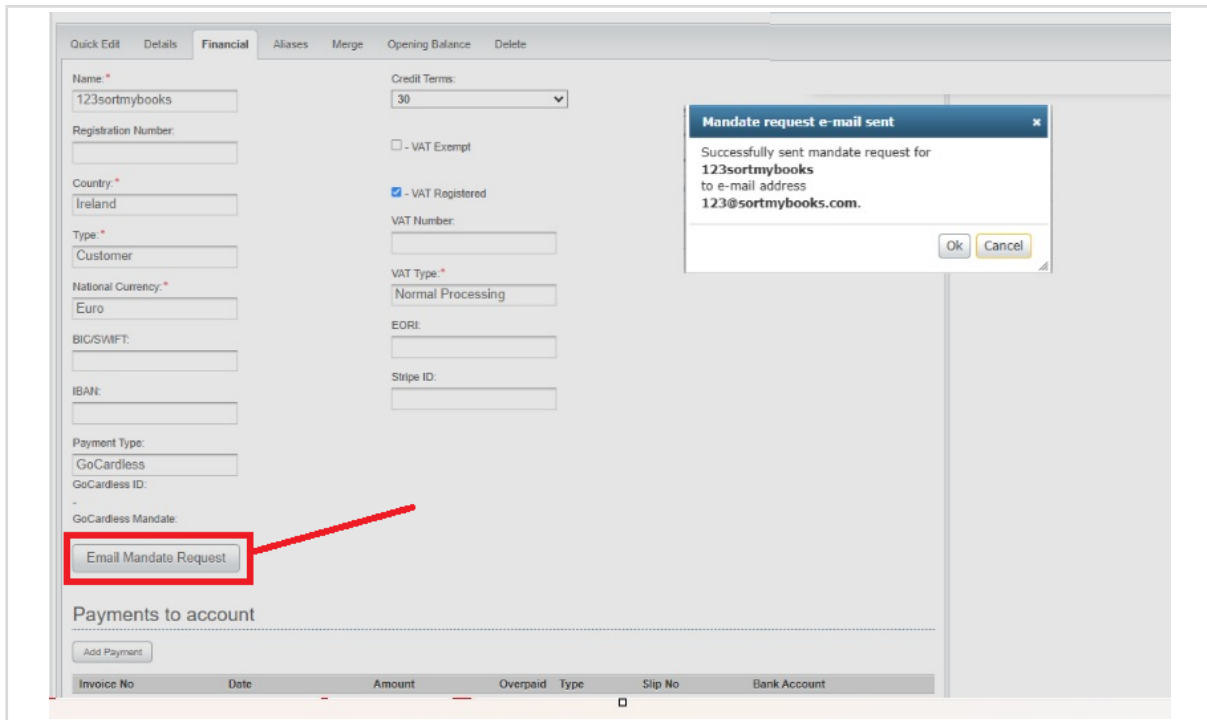
Payment Type: GoCardless

GoCardless ID:

GoCardless Mandate:

Setting a customer's payment type to GoCardless on their Financial tab.

3. Click Email Mandate Request. This sends the customer a Direct Debit mandate to complete once, so you can collect their outstanding invoices by Direct Debit going forward.



Quick Edit Details Financial Aliases Merge Opening Balance Delete

Name: 123sortmybooks Credit Terms: 30

Registration Number: - VAT Exempt

Country: Ireland - VAT Registered

Type: Customer VAT Number:

National Currency: Euro VAT Type: Normal Processing

BIC/SWIFT: EORI:

IBAN: Stripe ID:

Payment Type: GoCardless

GoCardless ID:

GoCardless Mandate:

Email Mandate Request

Payments to account

Add Payment

Invoice No Date Amount Overpaid Type Slip No Bank Account

Mandate request e-mail sent

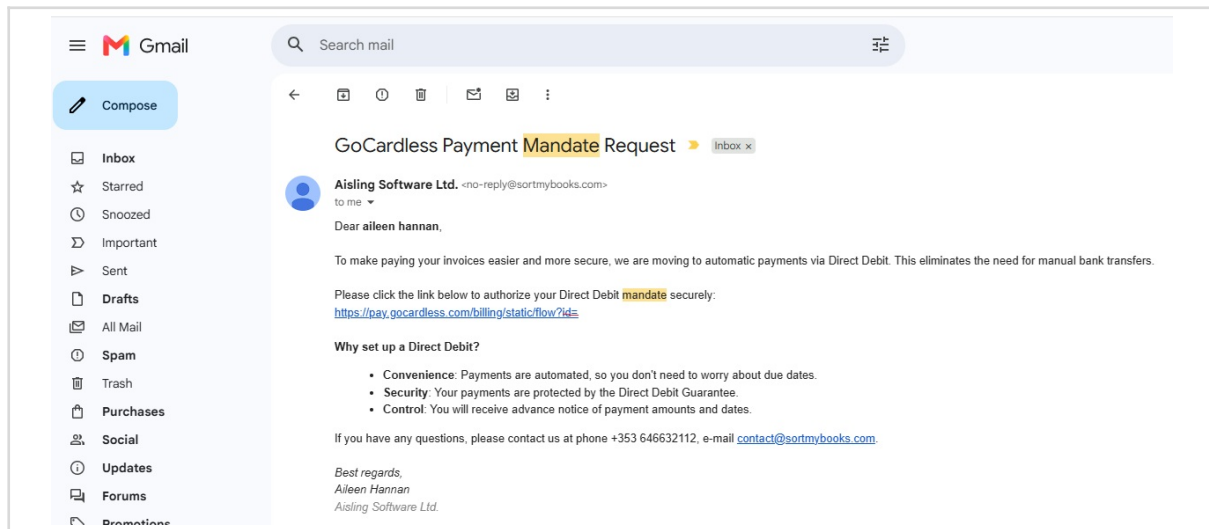
Successfully sent mandate request for 123sortmybooks to e-mail address 123@sortmybooks.com.

Ok Cancel

Sending a Direct Debit mandate request to a customer.

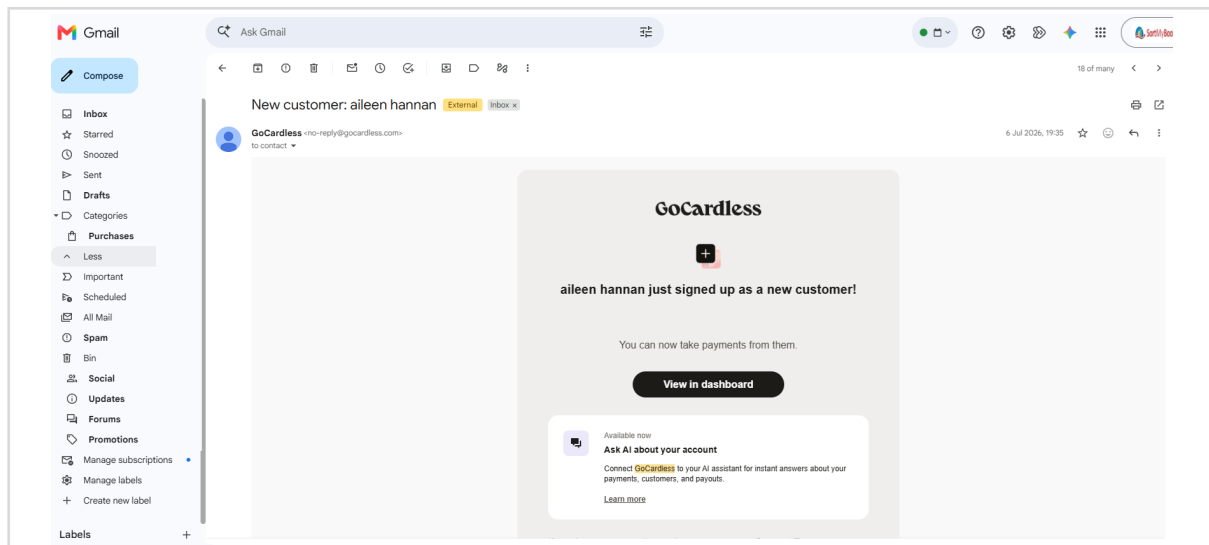


4. The customer receives an email like this—they click the link and enter their bank details.



The mandate request email your customer receives.

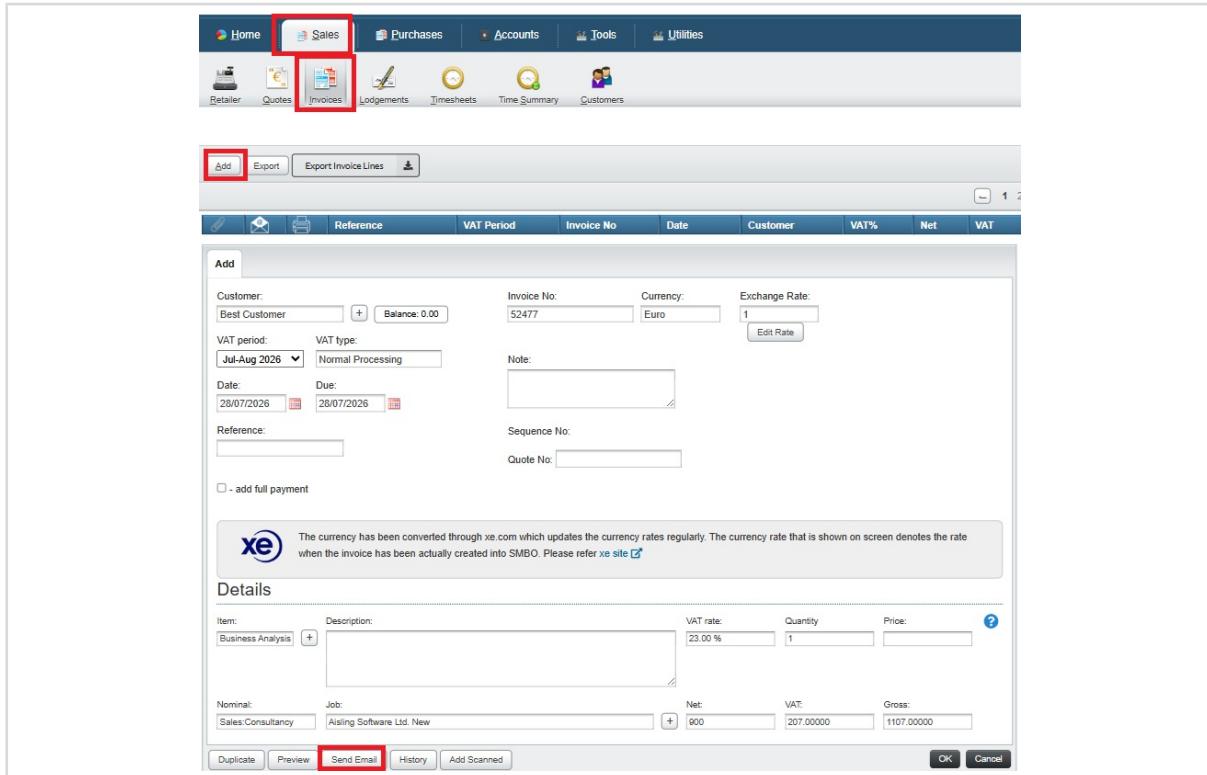
5. Once they've completed the mandate, you'll receive a confirmation email.



Confirmation email once the customer completes their mandate.

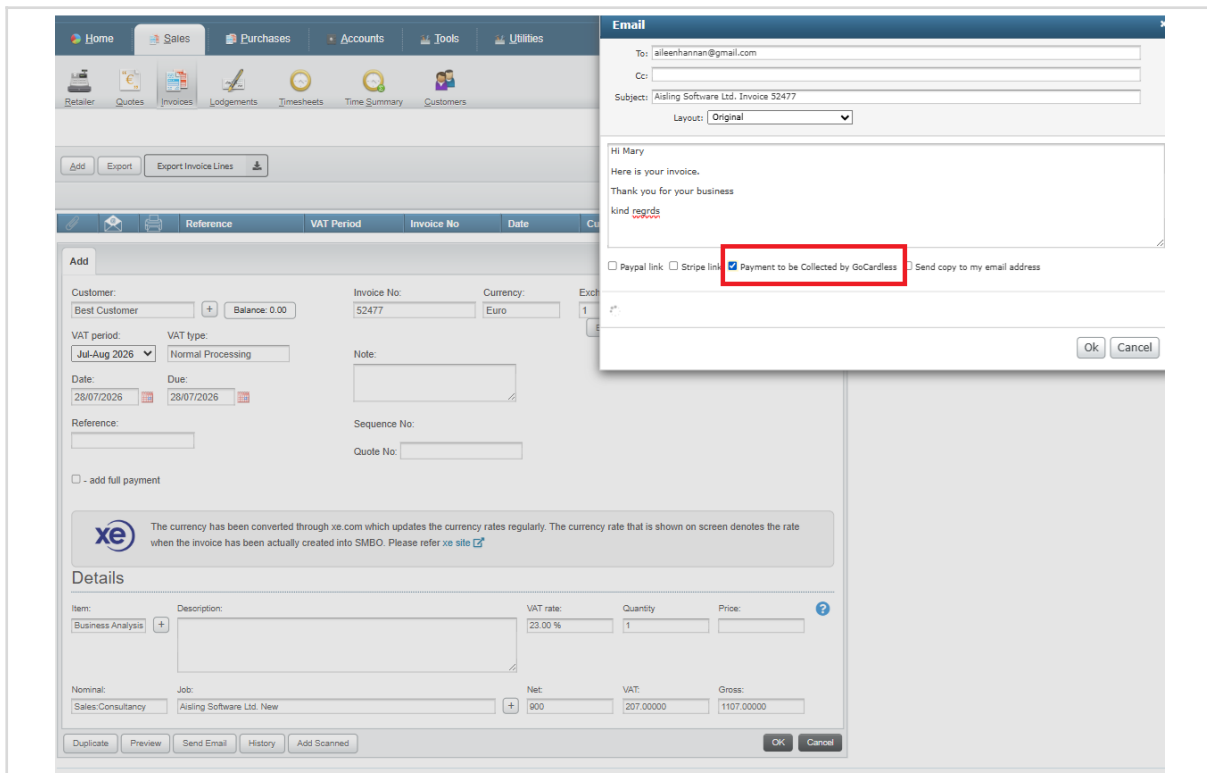
Part 3: Invoicing with GoCardless

1. Go to Sales → Invoices, click Add, and create the invoice exactly as you normally would.



Creating an invoice as usual.

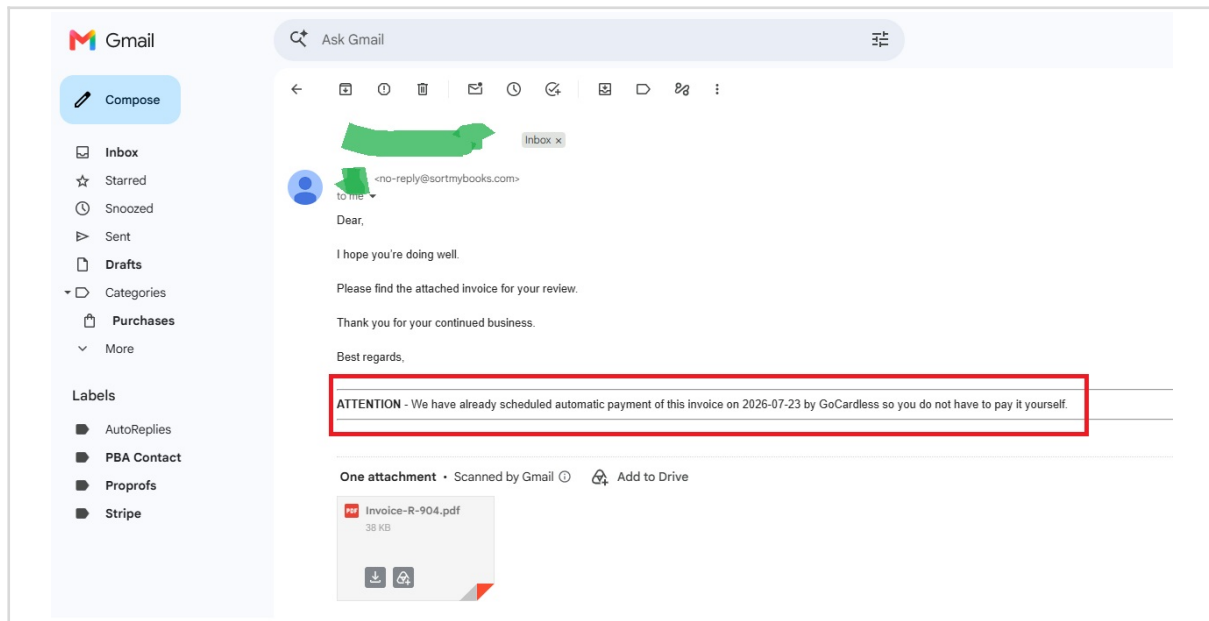
- When you send the invoice, you'll see a box confirming that payment will be collected via GoCardless.



The "payment to be collected by GoCardless" notice is displayed when sending an invoice.



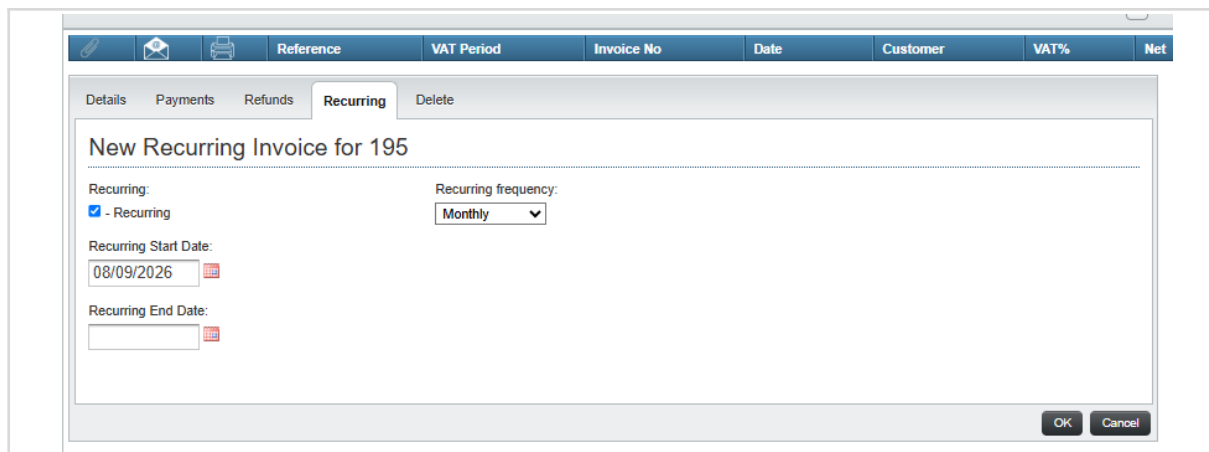
3. Your customer's emailed invoice will include a notice telling them not to pay it directly, since it will be collected by Direct Debit.



The customer-facing invoice, showing the Direct Debit collection notice.

For maximum automation

If you invoice the same customer regularly — monthly, weekly or yearly — set the invoice's recurring status so it goes out automatically on that schedule.



Setting an invoice to recur monthly, weekly or yearly.

Collecting in batches

You can also collect a batch of invoices by Direct Debit in one go. Set the payment type to GoCardless on the batch, and all due invoices will be emailed out and collected together.

Select range:
current accounting year

Date Field:
Invoice Date x

Customers:
▼

VAT Period from:
All ▼

to:
All ▼

Invoice Status:
Unpaid x
Partially Paid x

Contact Note:

Contact E-Mail:
All ▼

Payment Type:
GoCardless x

Order Invoices By:
Invoice Date x

Sales Invoices

Show Selected

	VAT Period	Invoice No	Date	Contact	E-Mail	IBAN	Payment Type	Vat Rate	VAT Type	Total Net	Total Vat	Total Gross	Currency
☒	Jan-Feb 2026	52301	Jan 01, 2026	Apex Horizon Group	ag@abc.com		GoCardless	Zero	Normal Processing	3305.31	0	3305.31	Euro
☒	Jan-Feb 2026	52302	Jan 01, 2026	Adair Printing Ltd	ag@abc.com		GoCardless	Zero	Normal Processing	417.55	0	417.55	Euro
☒	Jan-Feb 2026	52303	Jan 01, 2026	Alma Heavy Industries	ag@abc.com		GoCardless	Zero	Normal Processing	1552.04	0	1552.04	Euro
☒	Jan-Feb 2026	52304	Jan 01, 2026	Aven Logical Consultants	ag@abc.com		GoCardless	Zero	Normal Processing	1349.09	0	1349.09	Euro
☒	Jan-Feb 2026	52305	Jan 01, 2026	Bacon Hill Wealth	ag@abc.com		GoCardless	Zero	Normal Processing	3761.41	0	3761.41	Euro
☒	Jan-Feb 2026	52306	Jan 01, 2026	Blackwell Automation	ag@abc.com		GoCardless	Zero	Normal Processing	3480.49	0	3480.49	Euro
☒	Jan-Feb 2026	52307	Jan 01, 2026	Blue Iris Branding	ag@abc.com		GoCardless	Zero	Normal Processing	4493.24	0	4493.24	Euro
☒	Jan-Feb 2026	52308	Jan 01, 2026	CloudPulse Analytics	ag@abc.com		GoCardless	Zero	Normal Processing	758.61	0	758.61	Euro
☒	Jan-Feb 2026	52309	Jan 01, 2026	CodisLock Security	ag@abc.com		GoCardless	Zero	Normal Processing	2293.03	0	2293.03	Euro
☒	Jan-Feb 2026	52310	Jan 01, 2026	Cure Care Corp	ag@abc.com		GoCardless	Zero	Normal Processing	440.05	0	440.05	Euro
☒	Jan-Feb 2026	52311	Jan 01, 2026	CyberTyme Network Solutions	ag@abc.com		GoCardless	Zero	Normal Processing	1527.6	0	1527.6	Euro
☒	Jan-Feb 2026	52312	Jan 01, 2026	Ethio Chamber PR	ag@abc.com		GoCardless	Zero	Normal Processing	2675.17	0	2675.17	Euro
☒	Jan-Feb 2026	52313	Jan 01, 2026	Harty Business Services	ag@abc.com		GoCardless	Zero	Normal Processing	424.72	0	424.72	Euro

☒ Create Payment Requests if Possible
When sending invoice to e-mail it will also try to create payment request in GoCardless or other configured payment engine. E-mail will contain info about that automatically.

Collecting a batch of due invoices by GoCardless in one go.

Part 4: Bookkeeping and Reconciliation

This is where SortMyBooks saves a lot of back-and-forth between business owners and their bookkeeper or accountant when reconciling merchant accounts — because it's all automatic.

- On any invoice paid by Direct Debit, click the Payment tab. You'll clearly see its status and where it is in the collection cycle, with a link straight back to the GoCardless account if you need it.

Previous payments

Date	Type	Slip No	Invoice No	Bank Account	Gross	Overpaid	Recurring	
09/07/2026	Bank transfer	PM01XN5017AYVESQSEQM866V2H0G	Invoice 52307	Go Cardless	5.00	0.00	N	

Credit Notes

Date	Invoice No	Gross	Amount Due		Allocated
No Records Found					

Payment requests

Created	Provider	Request ID	Amount	Reference	Status	Changed
Jul 06, 2026 18:37:27	GoCardless	PM01XN5017AYVESQSEQM866V2H0G	5 EUR	Invoice 52307	paid_out	Jul 10, 2026 11:16:11

Duplicate Preview Send Email History Add Scanned
OK Cancel

The Payment tab on an invoice, showing its GoCardless collection status.



2. Go to the GoCardless Account Statement in SortMyBooks to view the automated transactions, presented in bank account format.

Account Name : Go Cardless		Opening Balance (01/01/2026): 0.00
Date	Description	Amount
09/07/2026	#Invoice 52307: payment for invoice #52307 (Best Customer) (slip: PM01XN5017AYVESQSEQM866V2H0G)	5.00
10/07/2026	#SORTMYBOOKS-ZWFS85: transfer to BOI Current	-4.80
10/07/2026	#SORTMYBOOKS-ZWFS85: payment on account (Gocardless Fee) (cheque: PO01KX5QKACHG3AHMH862MS4CM3)	-0.20
		0.00

The GoCardless Account Statement in SortMyBooks.

On that statement, you'll see: the invoice being paid; the money, less GoCardless's fees, being transferred to your nominated payout account; and the GoCardless fee recorded as a payment on account to the GoCardless supplier. All of this happens automatically.

GoCardless		Gocardless SAS 23 Avenue Mac-Mahon 75017 Paris France		
INVOICE				
For AISLING SOFTWARE LIMITED Unit3 KTI Centre Deerpark Killarney Co Kerry V93 P83F		Invoice date Feb 8 2026 Invoice number GCSAS0000594995Y Reference Jan 2026 invoice		
Description	Quantity	Unit price	VAT	Total excl. VAT
Paid payments (December 2024)	4	1% per payment capped at €2.00 (sepa_core)	No VAT	
		TOTAL EUR	13.80	
		AMOUNT TO PAY	0.00	
		No VAT		

The automated invoice payment, payout and fee entries on the statement.

3. Once a month, you'll receive a proper fees invoice from GoCardless — a reverse-charge VAT invoice. Bring this into SortMyBooks using your usual method for purchase invoices.



Supplier: GoCardless End Date: 08/02/2026 Find Invoices & Payments

Payments / Credit Notes

Date	Type	Ref	Charge	Total	Unallocated
01/01/2026	payment			5.20	5.20
05/01/2026	payment			5.20	5.20
15/01/2026	payment			1.20	1.20
25/01/2026	payment			2.20	2.20

Total Selected: 0.00

Invoices

Invoice No	Sequence	Date	Due	Gross	Amount Due
Jan 2026	36	08/02/2026	10/03/2026	13.80	13.80
-	-	-	-	13.80	13.80

Total Selected: 0.00

Apply Payments

GoCardless's monthly reverse-charge VAT fees invoice.

- Go to Purchases → Payments to reconcile the GoCardless fees invoice against the fee amounts already posted.

Supplier: GoCardless End Date: 08/02/2026 Find Invoices & Payments

Payments / Credit Notes

Date	Type	Ref	Charge	Total	Unallocated
01/01/2026	payment			5.20	5.20
05/01/2026	payment			5.20	5.20
15/01/2026	payment			1.20	1.20
25/01/2026	payment			2.20	2.20

Total Selected: 13.80

Invoices

Invoice No	Sequence	Date	Due	Gross	Amount Due
Jan 2026	36	08/02/2026	10/03/2026	13.80	13.80
-	-	-	-	13.80	13.80

Total Selected: 13.80

Apply Payments

Reconciling the GoCardless fees invoice under Purchases → Payments.

Once GoCardless is connected, your customers are set up, and their invoices are marked for GoCardless collection, the whole cycle — collecting the money, transferring it to your account, and recording GoCardless's fees — runs automatically, ready for you to reconcile each month.