



SOFTWARE FEATURES LIST

On the list of features you can find questions to ask yourself - answering them can help you determine if activating the certain feature will be beneficial for your business.

FEATURES CATEGORIES

Click the category of your choice and find out which features are within it. Some features appear in more than one category.

Our rich and versatile software has many features, these are the ones we've found most popular with business owners.

Powerful, robust, Irish-centric accounting software, yet easy to use for business owners - our software is the perfect combination of features for professional accountants.

We love to work with Lean Business Consultants and have shared values of facilitating business transformation. SortMyBooks software contains features which are making this process easier.

DAY TO DAY MAKING MY LIFE EASIER

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- **PROFIT AND LOSS MONTH ON MONTH**

Do I want a monthly profit & loss so I can see exactly how the business is doing at any time?

- **BALANCE SHEET**

Do I want to see exactly where I stand with cash on hand and business value?

- **INVOICE HISTORY**

Would it be useful to track what changes were made by who to my sales invoices?

- **BANK RECONCILIATION IMPORT FACILITY**

Do I want to save time on bank reconciliation by importing bank transactions straight into my accounts software from any Irish bank account without having to reformat?

- **EMAIL SALES INVOICES AND CUSTOMER STATEMENTS**

Do I want to save time by emailing sales invoices, payment reminders, statements direct from SortMyBooks. No need to download and attach, just click and send.

- **DELIVERY DOCKETS**

Do I want to be able to issue delivery dockets to customers to keep stronger controls?

- **SALES ORDERS**

Is it helpful to track sales orders separately and then convert them to sales invoices when the order is complete?

- **SALES INVOICING**

Do I want a fast method of producing professional invoices with my logo allowing me to know at all times what money is owed to me.

- **RECURRING INVOICES**

Do I have sales invoices that I need to send every week, every month or every year?

- **ACCEPT 1 PAYMENT FOR MORE THAN 1 INVOICE**

Do my customers sometimes pay me for more than 1 invoice at a time?
Do I want to easily be able to apply payments to outstanding invoices?

- **AUTOMATIC DISCOUNTS FACILITY**

Do my customers sometimes round off their payment leaving me with a few cent or euro outstanding that I need to be able to write off easily?

- **UPLOAD LOGO ON TO SALES INVOICE**

Do I want to personalise my invoices with my own branding?

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- **QUOTATIONS**

Would it be useful to my business if I could email out quotations, track the follow-ups and convert them to sales invoices when I win the business

- **PRO-FORMA SALES INVOICES**

Do I sometimes need to send pro-forma invoices to my customers?

- **SMARTPHONE APP FOR CAPTURING RECEIPTS**

Do I want to be able to email my purchase invoices and photograph receipts on my phone as i incur expenses and then have them automatically entered into SortMyBooks without having to do any typing?

- **PAYROLL INTEGRATION**

Do I want to be able to use an Irish Cloud Payroll Software and automatically post payroll journals to my accounts software?

- **AUTOMATION**

Do you want to work smarter - the only data entry needed is for the sales invoices, automatically capture purchase invoices and import bank transactions.

- **PAYPAL AND STRIPE INTEGRATION**

Would I like to get paid instantly for my invoices by credit or debit card without having to go to the expense and hassle of setting up a merchant account?

- **IRISH VAT REPORTING - RETURN OF TRADING DETAILS VAT REPORT**

Do I need a tax clearance certificate? Do I want to avoid a VAT inspection from revenue? Do I want to be able to get the revenue reports I need from a guaranteed Irish Software designed with Irish VAT compliance in mind?

- **VIES REPORTING**

Do I need a tax clearance certificate? Do I want to avoid a VAT inspection from revenue? Do I want to be able to get the revenue reports I need from a guaranteed Irish Software designed with Irish VAT compliance in mind?

- **IRISH VAT 3 REPORTING**

Do I want to be able to produce a vat 3 report with 1-click because I am using software that was designed for irish vat compliance

- **CASH RECEIPTS BASIS FOR VAT**

Is my turnover less than 2 million per year? Do I want to be able to report my VAT based on the money I've been paid and not based on when I've sent the invoice?

- **SUB-CONTRACTORS REVERSE CHARGE VAT**

Do I ever work as a sub-contractor or am i a principal contractor

- **PURCHASE INVOICES**

Would it be useful to have a method of quickly and easily entering my purchase invoices to track VAT and supplier costs?

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- **PURCHASE ORDERS**

Would I have more control over my business finances if I used purchase orders to track orders with suppliers

- **MAKE 1 PAYMENT FOR MORE THAN 1 INVOICE**

Do I ever pay suppliers for more than 1 invoice with just 1 payment?

- **PAYMENTS ON ACCOUNT**

Do I pay lump sums to some of my suppliers, instead of matching payments to particular invoices?

- **AUTOMATIC DISCOUNTS FACILITY**

Do I ever round off payments to suppliers leaving a few cent or euro outstanding that I need to be able to write off easily.

- **RETAILER CASH-UP**

Am I a retailer? Does my business track sales using a cash drawer or till that I need to cash up each day. Eg. What was today's float? What cash/credit cards/cheques came in? What got paid to suppliers, staff, petty cash out of the till and what got lodged to the bank. Do I want to have a cash reconciliation report for revenue?

- **TIME-TRACKING**

Do I track time on jobs and invoice my customers according to the amount of time spent.

- **TRACK PROFIT ON PROJECTS AND JOBS**

Do I want to know what profit i'm making on jobs?

- **TRACK WORK IN PROGRESS**

Do I want to know what the income and costs are on a job while it's in progress?

- **MULTI-USER**

Are there other people in my business that need access to the accounts?

- **SHARING**

Do I want to be able to share with my data with my accountant or bookkeeper or staff member for free?

- **PERMISSIONS**

Would it be useful to me to assign tasks to different people eg. Allow someone to enter my purchase invoices but keep them away from sensitive information like bank balances, sales and profits.

- **DEPARTMENT/JOB-COSTING**

Would it benefit me to be able to see the profit i make on different sectors of my business or different projects?

- **STOCK COUNT**

Do I need to track the quantity of items that i've sold and how many are on hand?

DAY TO DAY MAKING MY LIFE EASIER

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- **PRODUCT AND SERVICE REPORTS**

Do I want to be able to see how much i've sold of each item to each customer and the margin I got?

- **PROFIT MARGIN REPORTS**

Do I want to see what profit margin i am making when I'm doing up sales invoices? What my gross profit is overall and what my profit margin is on each product?

- **THIS YEAR/LAST YEAR COMPARISONS**

Do I want to be able to compare my sales, costs and profits to the same time period last year?

- **CUSTOMISE THE CHART OF ACCOUNTS**

Do I want more control over the information that I get back from my accounts?

- **ANNUAL RETURN OF TRADING DETAILS REPORT**

Will my accountant have to charge extra for producing this report at year end?

- **PROFIT AND LOSS MULTI-FORMAT (YEAR IN MONTHS, COMPARISON WITH LAST YEAR, YEAR TO DATE)**

Do I want to be able to compare this year with last year?

- **FIXED ASSET TRACKING**

Do I want to be able to keep track of my expensive business assets like vehicles, fixtures & fittings etc.

- **REPORTS SHOWING QUANTITIES AND PROFIT MARGINS ON ITEMS SOLD**

Do I want to see how much of each item I've sold and to what customers? Or how much I've bought from each supplier and what the margins and costs were?

- **TRACK INCOME**

Do I want to be able to see how much each customer spent with you? How about being able to see how much of each product i sold and what margin I got?

- **TRACK EXPENDITURE**

Do I want to be able to analyse my expenses in detail? See how much I spent with each supplier, useful information for negotiating better deals.

- **GUARANTEED IRISH**

Do I want to use a software that was designed by an Irish business for Irish businesses, specifically for Irish VAT rules

- **SUPPORT**

Do I want to get support from local people that understand irish business, revenue and accounting rules

DAY TO DAY MAKING MY LIFE EASIER

Our rich and versatile software has many features, these are the ones we've found most popular with business owners.

- **SAFE DATA**

Do I want my data stored in Ireland and subject to EU GDPR Laws

- **CONFIDENTIALITY & PRIVACY**

Do I want to know that no-one except the people I choose can see my data

- **EASILY CHANGE, EDIT OR DELETE RECORDS**

Do I want to easily be able to correct my errors or do I want to be stuck with them forever?

- **DEBTORS REPORT**

Do I want to easily see who owes me money and click to send them a reminder?

- **CREDITORS REPORTS**

Do I want to easily keep track of creditors and maximise my credit terms?

- **MANAGEMENT ACCOUNTS & REPORTS**

Do I want to be able to run reports that show me exactly what's happening with my business so that i'll know where I stand at all times?

- **APIS**

Do I want to be able to connect SortMyBooks to other software that's important for running my business?

- **MULTI-CURRENCY**

Do I have customers abroad that I need to invoice in their own currency?
Do I have foreign currency bank accounts?

- **AT A GLANCE DASHBOARD**

When I log into my accounts do I want to be able to see sales this month, costs this month, how much VAT I owe, who owes me money, what's in the bank

ACCOUNTING & COMPLIANCE

Powerful, robust, Irish-centric accounting software, yet easy to use for business owners - our software is the perfect combination of features for professional accountants.

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- **VIES REPORTING**

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- **AUTOMATIC HANDLING OF EU CONTRA FOR VAT**

Do I ever buy items from other Eu countries?

- **IRISH VAT 3 REPORTING**

Do I want to be able to produce a VAT 3 report with 1-click because I am using software that was designed for Irish VAT compliance

- **CASH RECEIPTS BASIS FOR VAT**

Is my turnover less than 2 million per year? Do I want to be able to report my VAT based on the money I've been paid and not based on when I've sent the invoice?

- **SUB-CONTRACTORS REVERSE CHARGE VAT**

Do I ever work as a sub-contractor or am I a principal contractor

- **PURCHASE INVOICES**

Would it be useful to have a method of quickly and easily entering my purchase invoices to track VAT and supplier costs?

- **RETAILER CASH-UP**

Am I a retailer? Does my business track sales using a cash drawer or till that I need to cash up each day. Eg. What was today's float? What cash/credit cards/ cheques came in? What got paid to suppliers, staff, petty cash out of the till and what got lodged to the bank. Do I want to have a cash reconciliation report for revenue?

- **VAT SUMMARY ON INVOICE**

Do I sometimes invoice my customers in more than 1 VAT rate? If yes then you'll need a vat summary on the bottom on the sales invoice

- **ANNUAL RETURN OF TRADING DETAILS REPORT**

Will my accountant have to charge extra for producing this report at year end?

- **RCT WITHHOLDING TAX**

Do you sometimes have rct withheld from you when you are working for a principal contractor? Or are you the principal contractor and you need to withhold from your subcontractors? Do you want to be easily able to track that?

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- **REVERSE CHARGE VAT**

Do You Need To Report VAT On Behalf Of Your Subcontractors? Do You Want Your Software To Handle That Automatically Without Any Awkward Calculations From You?

- **NOMINAL LEDGER SHOW ALL TRANSACTIONS WITH DRILLDOWN BACK TO TRANSACTION ENTRY**

Will my accountant be able to get the information they need to verify my accounts data?

- **TRIAL BALANCE**

Do you want to have useful reports to provide to your accountant so they can prepare your final accounts?

- **VAT CONTROL REPORT**

Do I want my accountant to easily be able to validate my VAT reports to save time at year end.

- **CREDITORS CONTROL REPORT**

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- **FIXED ASSET TRACKING**

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- **JOURNALS**

Do I want to easily be able to add in payroll expenses and depreciation, prepayments and accruals.

- **NOMINAL ACTIVITY REPORT**

Do I want to easily see all the transactions entered into the system?

- **AUDIT TRAIL**

Do I want to keep track of who did what and what changes were made?

- **GUARANTEED IRISH**

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- **SUPPORT**

Do I want to get support from local people that understand Irish business, revenue and accounting rules

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- **DEBTORS REPORT**
Do I want to easily see who owes me money and click to send them a reminder?
- **SUPPLIER STATEMENTS**
Do I want to easily be able to reconcile my supplier statements

LEAN BUSINESS TIME SAVING & EFFICIENCIES

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- **PAYROLL INTEGRATION**

Do I want to be able to use an Irish Cloud Payroll software and automatically post payroll journals to my accounts software?

- **DROPBOX INTEGRATION**

Would it be useful to me to upload account reports and invoices to my dropbox account with one-click. No need for printing and saving.

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