



Kirkpatrick & Hopes
consulting accountants & business advisers

Changing the numbers

Training & Support on Accountancy Software

...getting the basics right

What is the Training & Support on Accountancy Software service?

An assessment of your business's needs and the tailoring of a training plan and support package to ensure you and your business's financial management systems are working as effectively as possible.

What exactly does it cover?

- A one-to-one session of up to 3 hours with one of our experienced bookkeeping trainers, to help you make the most of your QuickBooks or Sage Line 50 accounting system
- Computerised bookkeeping training sessions tailored to your existing level of experience
- How to enter sales and purchase invoices
- How to deal with sales receipts
- Paying bills
- How to enter bank transactions and reconcile the bank accounts
- Accounting for petty cash and credit cards
- Entering journals, including wages and salaries
- Producing VAT returns

- Dealing with loans and hire purchase agreements
- Producing reports to help you run your business more effectively
- A free copy of the Kirkpatrick & Hopes guide to bookkeeping with QuickBooks or Sage Line 50
- Free telephone support for 6 months

Who will benefit?

- Any business needing to improve the skills of their team
- Any business needing to improve efficiency
- Business owners who need better financial management information
- Bookkeepers who need to update their skills
- Anyone purchasing QuickBooks or Sage Line 50

What results can you expect?

- An improvement in efficiency and speed of accounting systems
- Better financial systems
- Improved knowledge of both your business's current and future financial standing

What is your investment?

The cost of Training & Support of Accountancy Software varies according to the level of training and support you need. But, you really have nothing to lose and everything to gain because we give you the same **unconditional 100% money back guarantee** that we give with all our other business development services. If in the unlikely event that you are not completely delighted by the training and support you receive or feel you have not received value for money, we will not ask you to pay - you will owe us nothing.

Why do we give you this guarantee?

We understand it is difficult to know how valuable a service is until it has been experienced. So, we eliminate the risk for you by asking you to make your mind up afterwards. In short, we don't want the risk of a small investment to get in the way of helping you improve your life as a business owner.

Will it work for you?

Categorically YES. The training and support on your accountancy software will help you to achieve your financial and business goals, in a clear and defined way. Giving you, the information you need to keep your business on track.

Kirkpatrick & Hopes services also include:

Business Advisory Services

Business Builder Review
Business Edge
Simple Stuff That Works
Strategic Planning Day
Making it Happen
Boardview
System Builder

Accounts & Audit Services

Benchmarking
Financial Performance Review
Monthly Financial Performance Review
OnePage Plans
Business Valuations
Retirement Reviews
Business Start-Up & Company Formations
Statutory Accounts & Audits

Marketing Services

Marketing Audit
Marketing Strategies
Sales & Management Training
Interim Management
Direct Mail Campaigns
Mystery Shopping
Market Research

Taxation Services

Setting Up & Buying a Business
Tax Planning Reviews & Profit Extraction
Buying an Investment Property
Tax Investigations
Tax Returns & PIIIDs
Estate & Capital Taxes Planning
VAT Advice & Planning

Management Accounting Services

Management Accounts
Management Accounts Review
Cash Flow & Profit Forecasts
Accounting Software & Training
Sage Consultancy

HR & Payroll Services

Payroll Processing
Employment Contracts & Handbooks
Health & Safety Audits
Human Resource Audits

Overdene House, 49 Church Street, Theale, Reading, RG7 5BX

Telephone: 0118 923 5800 Fax: 0118 923 5801 Email: mail@kandh.co.uk Website: www.kandh.co.uk

Registered to carry out audit work and regulated for a range of investment business activities by the Institute of Chartered Accountants in England and Wales.
An ACCA approved training practice. Kirkpatrick & Hopes Ltd. Registered Office as above. Registered in England number 4182948.