



# Training Catalogue



# Welcome to JDH Training and Consultancy Services Ltd

## Background

JDH Training & Consultancy Services Ltd developed from the sister company JDH Bookkeeping & Accounting Services Ltd under the ownership of Jacqueline Diane Hooper. Firstly, as a sole trader in 2003 and later as a limited company from 2005, this business began as a bookkeeping business that developed to include tax, final and management accounts and other business services.



We noticed a need for training in bookkeeping and payroll, among our client base and from this had the idea to set up a separate training company to help small businesses feel confident about taking responsibility for their own bookkeeping and payroll. We don't just deliver classroom courses but we also have a support / consultancy side to the business which small businesses can take advantage of. We have the experience of over 6 years of dealing with bookkeeping for many different types of business and can tailor make the service to suit the client. Therefore, in December 2008, JDH Training & Consultancy Services Ltd was created.

## Courses

On the following pages, you will find a detailed breakdown of each course we run. We run both manual and computerised bookkeeping and payroll courses. We feel that manual is still very important, so that the student understands the background principles involved, even though most people use computerised software these days to help them run their business. All our Sage courses are run with the option to sit the sage certified exam relating to the course. It can depend on the aptitude of the student and whether the student has prior knowledge and experience of the subject, so we like all candidates to answer a short questionnaire, to help us make sure that the student's expectations are met. All students receive a CD with the complete course content.

## Summary

For further information on the courses or anything else, please contact us on 01443 740800 and we will be happy to help.

Learn new  
skills

Find your  
dream job

Increase  
efficiency



### Is it for me?

Whether you're looking for a job, starting a new one or setting up your business we are sure that we have a course that suits you. We offer various levels of training & Consultancy, so if you need to know the basics or want to improve your skills, you will find one that is right for you.

### Why Choose JDH Training?

**Get the knowledge** - gain the knowledge you need to do your job well.

**Skill up** - learn new skills.

**Improve productivity** - use new skills to become more productive.

**Invest in people** - improve loyalty and save recruitment costs.

**In JDH Training we are helping people to identify and achieve their own personal potential.**

## Two steps to start with JDH Training & Consultancy:

### Step 1

Choose the course  
that you would like  
to try

### Step 2

Book your course  
Call **01443 740 800**  
or visit our website  
[www.jdhtraining.co.uk](http://www.jdhtraining.co.uk)

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**BOOK  
YOUR COURSE  
TODAY!**

# Principles of Bookkeeping

1 Day Course  
£180

## Principles of Bookkeeping Full Day - £180

### Morning Session

- Petty cash – this covers how petty cash works, what security measures are needed to implement petty cash and a full exercise on how to write up petty cash using a business scenario.
- Cash Book – this deals with why keep a cash book, how to write the cash book up, building on what we have learned previously in the petty cash scenario.
- Bank Reconciliation – this compares the written up cash book with the bank statement received, noting the differences between the two and reconciling both sets of information. The student learns why this is important to do on a monthly basis and why they should expect to see differences between the two sets of information.
- Introduction to a trial balance – a brief understanding of what a trial balance is and why it is needed in bookkeeping. Using the information and exercises from petty cash and the cash book, we now transfer the information to a trial balance.

### Afternoon Session

- Source Documents – we look at how these are used to build an audit trail.
- The Accounting Equation – the student learns this equation and how it applies to bookkeeping.
- Double Entry & T Accounts – an introduction into what debits and credits are.
- Basic Filing – how best to file and group documents.
- Sales and Purchase Day Books – what they are and how to write them up.
- Debtors and Creditors and their control accounts – understanding how these link up.
- Understanding the basics of VAT – this covers different vat schemes, vat rates, vat stagger groups and most importantly, what vat is and how it affects businesses and individuals.
- Vat and double entry bookkeeping – how to enter vat into double entry and T accounts and use the information to process a vat return.
- 'Carried down' and 'brought down' – what do they mean and what's the difference?
- Day's summary – this pulls together everything that has been covered into one full hour's exercise, involving T accounts, debits and credits, control accounts, vat, individual customer accounts, the bank account and a trial balance. This is half an exam paper that candidates would sit if they were studying the course in college.

# Sage 50 Accounts Level 1

## Sage Line 50 Accounts Level 1 Full Day - £150

1 Day Course  
£150

Sage  
Certificate  
available

### Day 1

#### Morning Session

- Navigating Sage – the student navigates around Sage and learns about the different modules and what they are used for.
- Company Set Up – the company is set up using information provided.
- The Nominal Ledger – understanding what it is and how information is entered.
- Chart of Accounts – looking at the information contained and how the nominal codes are grouped. Includes floating accounts.
- Creating Nominal Codes – how to set them up and check they are included in the Chart of Accounts.
- Opening balances – learn what opening balances are for and how to enter them on Sage using a variety of methods.

#### Afternoon Session

- Using the Bank module – entering money received from customers and paying suppliers, including credit notes issued.
- Recurring Entries – setting up and processing.
- Bank reconciliation – checking the bank statement against the sage bank account and noting the differences, saving and then reconciling the bank and printing the statement. Understanding why differences will arise and what to look for.
- Reports – this looks at a number of different customer and supplier reports, including aged reports, activity reports, statements and letters that can be sent. It also covers Trial Balance, Profit & Loss and Balance Sheet and Vat return reports.



# Sage 50 Accounts Level 1

## Sage Line 50 Accounts Level 1 Full Day - £150

Add  
£50 + VAT  
1 Hour Exam  
(per student)

### Day 2

#### Morning Session

- Revision – Navigating the tool bars, changing the views and using the dash-boards.
- Shortcut Keys – remembering the different shortcuts used in Sage.
- Company Preferences – setting up the company information.
- Vat information – vat rates, threshold, schemes.
- Customer – Custom fields.
- Departments – setting up and uses for departments.
- Nominal Records – under what circumstances these can be deleted.
- Control Accounts – where they are located in Sage and what they are used for.
- Budgets – Budgeting options – standard and advanced.
- Configuration Editor – Terms agreed for customers and suppliers.
- Batch Changes & Duplicating Records
- Journals & Skeleton Journals – when are they used?
- E banking – how to set up E banking.
- Creating invoices – using the invoicing module.
- Invoice & Order Defaults & Disputed Invoices
- Customer Refunds
- Housekeeping & Error Corrections
- Access Rights & Passwords

1 Day Course  
£150

Sage  
Certificate  
available

#### Afternoon Session

- Class Practice Session – the whole class takes part in answering questions that are likely to come up in the exam.
- On Line Simulation – we log into Sage and show the class what the online exam looks like and work through an on line simulation.
- Sit the Exam – if the students are confident, they sit the exam. If not, they take the course material with them and arrange to sit the exam when they have done further revision.
- Year End Procedure – checklist and year end preparation. Then processing the year end. Archiving data and accessing it.

# Sage 50 Accounts Level 2

**Sage Line 50 Accounts Level 2  
Full Day - £150**

**1 Day Course  
£150**

## **Day 1**

### **Morning Session**

- Search facilities – including Global Search.
- Aged debtors analysis – including ageing periods and defaults.
- Statement layouts
- Customer overdue letters and other reports
- Supplier reports
- Managing credit control – including account status, disputes, late payment charges, write offs.
- Month End – processing recurring entries.
- Bank Reconciliation – further information on bank defaults, finding and selecting transactions, adjustments and exporting to Excel and E reconciliation.
- Prepayments & Accruals – understanding them and what entries need to be made on Sage.
- Fixed Asset Register – understanding Fixed Assets, how to create the Fixed Asset Register and how to manage the Fixed Assets.
- Depreciation – understanding what depreciation is and what methods are used in calculating it. Setting up depreciation in Sage and processing it monthly.
- Fixed Asset Disposals

### **Afternoon Session**

- Financial Reporting – the Audit Trail, the Trial Balance, the Profit & Loss, the Balance Sheet, the Quick Ratio and Management Analysis.
- Multiple Charts of Accounts – how to create these to produce different views of data.
- Vat – Vat return check list, procedure, archive and audit assistant, vat scale charges and how to use the verify system to check for vat anomalies. Calculating EC Sales, reverse charges. Exceptions to the vat reconciliation. Manual adjustments and journals.
- Year End Procedure – checklist and year end preparation. Then processing the year end. Archiving data and accessing it.

# Sage 50 Accounts Level 2

**Sage Line 50 Accounts Level 2  
Full Day - £150**

**Add  
£50 + VAT  
1 Hour Exam  
(per student)**

## **Day 2**

### **Morning Session**

- The Accountant Link – how to use this to export your data to your accountant. Material changes and how to import the data back from your accountant.
- Department & Budget Reporting – departmental analysis and reports. Standard and advanced budgeting.
- Cash Flow Planner – using your debtors and creditors past history to forecast receipts and payment dates.
- Dashboards & Graphs – using these with customer and supplier information.
- Excel Integrated Reporting – exporting sage data, manipulating it to produce various reports.
- Multi company & Consolidation
- Revision – before the morning session ends.

### **Afternoon Session**

- Class Practice Session – the whole class takes part in answering questions that are likely to come up in the exam.
- On Line Simulation – we log into Sage and show the class what the online exam looks like and work through an on line simulation.
- Sit the Exam – if the students are confident, they sit the exam. If not, they take the course material with them and arrange to sit the exam when they have done further revision.

**1 Day Course  
£150**

**Sage  
Certificate  
available**

# Sage 50 Accounts Level 3

Sage Line 50 Accounts Level 3  
2 Full Days - £300

Add  
£50 + VAT  
1 Hour Exam  
(per student)

## Day 1

### Morning Session

- Stock – plan your stock system.
- Products – create your product records.
- Opening Balances – create and process sales orders.
- Purchase Order Processing – create and process purchase orders.
- Sales Order Processing – create and process sales orders.

### Afternoon Session

- Stock Taking – perform a stock take and make necessary adjustments.
- Delivery Address – create multiple delivery addresses.
- Bill of Materials – set up a product assembly.
- Discounting – product pricing and discount structures.

## Day 2

### Morning Session

- Product Invoices & Credits – create product invoices and credit notes.
- Quotations – create quotes and pro formas.
- Recurring Entries – set up recurring invoices and options.
- Foreign Currency – set up and use the Foreign Trader.
- Revision – before the morning session ends.

### Afternoon Session

- Class Practice Session – the whole class takes part in answering questions that are likely to come up in the exam.
- On Line Simulation – we log into Sage and show the class what the online exam looks like and work through an on line simulation.
- Sit the Exam – if the students are confident, they sit the exam. If not, they take the course material with them and arrange to sit the exam when they have done further revision

1 Day Course  
£150

# Sage 50 Payroll Level 1

**Sage Line 50 Payroll Level 1  
2 Full Days - £300**

## **Day 1**

- Manual Payroll (basic rules).
- Navigation – navigating sage payroll.
- Company – set up the company details, including bank, absence, analysis, funding, pay elements.
- Legislation – check government legislation, using information learned in the morning session.
- Employee – set up employee records.
- Running payroll – learning to run the payroll, printing off the necessary reports and closing down after checks made.
- Full practice exercise – using all the information gleaned, run a payroll for 3 months, with a variety of different situations and scenarios.

## **Day 2**

### **Morning Session**

- Entering year to date values, new starters & leavers
- Reset payments & time sheet entry
- Backup, rollback & restore
- Pay reviews & variance settings
- Advance holiday pay, holidays and absences
- Pension schemes and company loan schemes
- Revision

### **Afternoon Session**

- Class Practice Session – the whole class takes part in answering questions that are likely to come up in the exam.
- On Line Simulation – we log into Sage and show the class what the online exam looks like and work through an on line simulation.
- Sit the Exam – if the students are confident, they sit the exam. If not, they take the course material with them and arrange to sit the exam when they have done further revision.

1 Day Course  
£150

Sage  
Certificate  
available

Add  
£50 + VAT  
1 Hour Exam  
(per student)

# Sage 50 Payroll Level 2

**Sage Line 50 Payroll Level 2**  
**2 Full Days - £300**

**Add**  
**£50 + VAT**  
**1 Hour Exam**  
**(per student)**

## **Day 1**

### **Morning Session**

- Nominal link to Sage Line 50 Accounts
- Exporting data to files
- Importing data into Sage Line 50 Payroll
- Microsoft Integration & Sage Payroll task reminders

### **Afternoon Session**

- Attachment of earnings orders
- Student loans
- SSP, SMP, SPP and SAP
- The payroll tax month end process



## **Day 2**

### **Morning Session**

- BACS payments via e-banking in Sage Line 50 Payroll
- Processing over the year end
- Working with historical data
- The payroll tax year end
- The audit trail and HMRC inspection reports
- E submissions
- Revision

### **Afternoon Session**

- Class Practice Session – the whole class takes part in answering questions that are likely to come up in the exam.
- On Line Simulation – we log into Sage and show the class what the online exam looks like and work through an on line simulation.
- Sit the Exam – if the students are confident, they sit the exam. If not, they take the course material with them and arrange to sit the exam when they have done further revision.

**1 Day Course**  
**£150**  
**Sage**  
**Certificate**  
**available**

# Sge ACT! 2011

**Sage ACT! 2011**  
**2 Full Days - £300**

**2 Days Course**  
**£300**

## **Day 1**

### **Morning Session**

- Setting up new database
- Defaults and preferences
- Shortcut Keys – remembering the different shortcuts used in Sage.
- Navigation within Sage ACT!
- Creating contact records and using the contact list
- Adding notes and history to contacts

### **Afternoon Session**

- Creating relationships
- Performing lookups and advanced search
- Performing Outlook Synchronisation
- Creating Letter templates & performing mail merge



## **Day2**

### **Morning Session**

- Email Integration - Integrate ACT! and your email system and perform e-mail merge
- Documents - use the documents tab
- Activities - schedule activities for you and your records
- Opportunities - add opportunities to company records

### **Afternoon Session**

- Creating companies and divisions
- Linking a contact to a company
- Creating Groups
- Performing Smart Task

**ACT!**  
by Sage

# Sage 50 Accounts Report Designer

**Sage 50 Accounts Report Designer  
2 Full Days - £300**

## **Day 1**

### **Morning Session**

- Introduction - amending and saving existing report
- Creating a new report - manually
- Creating a new report - using the wizard
- Using Expressions and snippets

### **Afternoon Session**

- Grouping and totalling data (The 'Keep Together' option)
- adding groups and totals using the wizard
- Suppressing duplicates
- Creating filters

## **Day 2**

### **Morning Session**

- Editing group expressions (character breaks, filtering zero values)
- Adding criteria
- Printing criteria on the report
- Applying multiple sub-totals
- Dealing with unwanted sections

### **Afternoon Session**

- Conditional formatting
- Adding tables and performing a join
- Invoice layouts
- Inserting pictures
- Emailing reports
- Creating letters

2 Days Course  
£300



# Sage Instant Accounts

**Sage Instant Accounts**  
**2 Full Days - £300**

**Add**  
**£50 + VAT**  
**1 Hour Exam**  
**(per student)**

## **Day 1**

### **Morning Session**

- Navigation and company settings
- Matching function keys to the shortcuts they perform
- Customer and supplier defaults
- Nominal List

### **Afternoon Session**

- Creating new records
- Changing chart of accounts
- Working with bank, cash and credit card transactions
- Raising and paying customer and supplier invoices

## **Day 2**

### **Morning Session**

- Performing a bank reconciliation
- Correcting transactions
- Running and interpreting financial reports
- Printing a bank statement
- Dealing with the VAT return

### **Afternoon Session**

- Class Practice Session – the whole class takes part in answering questions that are likely to come up in the exam.
- On Line Simulation – we log into Sage and show the class what the online exam looks like and work through an on line simulation.
- Sit the Exam – if the students are confident, they sit the exam. If not, they take the course material with them and arrange to sit the exam when they have done further revision.

**1 Day Course**  
**£150**

**Sage**  
**Certificate**  
**available**

# Other courses

## Other Courses with JDH Training & Consultancy:

### **PAYROLL YEAR END (March - May)**

- Routines BEFORE running the Year End (know how to identify and correct errors)
- Reports printing & reconciliation (P11s, P32 and P35)
- Routines DURING the Year End (understand Payroll Y/E procedure and how to ensure all appropriate checks are completed)
- Understand the different statutory forms and when they need to be submitted
- Internet Submission (using Sage Line 50 Payroll and HMRC website)
- Distributing your Year End Returns (P35, P14/P60)
- Deadlines and penalties
- Know how to get ready and process your payroll in the new tax year

### **CONSTRUCTION INDUSTRY SCHEME TAX Introduction to CIS**

- Contractor's responsibilities
- Employment Status
- Tax deductions procedures and rates
- Contract and non-contract payments
- CIS300 Monthly Return
- Keeping Records
- Deadlines and penalties



### **SAGE LINE 50 ACCOUNTS Preparing for the Financial Year End**

A general housekeeping course on bookkeeping checks and reconciliations that need to be performed on a monthly/quarterly basis necessary for the Financial Year End:

- Reconciling customers and suppliers accounts
- Reconciling the bank including Year End timing adjustments
- Checking & reconciling the VAT Account
- Reconciling the Payroll Account
- Checking nominal accounts for discrepancies
- Balancing the cash account

**CUT  
DOWN ON  
YOUR  
ACCOUNTANT'S  
BILL!**