

Helping SMEs get the most out of their accounting systems



Wilson Henry LLP, Chartered Accountants and Business

Advisors, is an award-winning Liverpool-based business advisory firm, led by three directors with a 27 member team.

Established for over 50 years, it has geared itself towards offering full service business advice to the SME community in the North West of England. This vibrant firm takes a highly proactive approach to the training and development of team members and has developed a reputation for innovation, responsiveness and excellent customer care and constantly aspires to exceed client expectations.

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Key to a great business is the need for excellent Management Information Systems (MIS) that provide you with the right information on time: be it your profit for the day, week or month or your cash flow forecast over the next three months.

Most SME's now have a standard computerised accounts system in place which has grown with the company but the skills of many users have not kept pace with developments and a 'this is how we have always done it' mentality takes hold.

Like never before management have a greater need for up to date management information (MI) to run the business or present to third parties.

We assist a multitude of SME businesses in implementing MIS and also training employees/owners in the ongoing use of systems, covering a wide range of solutions that make it easier for them to produce valuable information at the press of a button. We have aligned ourselves with the market leader in SME accounting solutions—Sage to develop reporting routines that add value to smaller business reporting

With the move towards the 'paperless' office Sage products have adapted to help SMEs in areas such as

- Improved credit control management systems
- Diary events
- Email of documents to suppliers and customers
- Take credit card payments direct into Sage
- Improved stock control with add-on reporting via excel
- Links into Excel to tailor specific management packs for directors and other key personnel

These are just a few areas that Sage has updated over the last few years. Now its time to improve the users skills.

Wilson Henry's other service offerings

- **Compliance Accounting and Auditing**
- **Corporate Finance**
- **Tax solutions**
- **Strategic business planning**



Common training areas

Wilson Henry MIS team deliver training in a host of areas

Sage accounts

- Basic day-to-day running of Sage (invoice production, bank reconciliations etc)
- How to customise Sage for ease of use
- Time and money saving methods to do away with paper systems
- Production of yearly and monthly management accounts
- Integration into Excel for the preparation and monitoring of company key performance indicators
- Creating and customising company reports
- Setting up and paperless emailing reports to customers and suppliers to save time and money and make your company greener
- Sales order processing (SOP) and Purchase order processing (POP)
- Stock control and product monitoring
- Specialist price and discount structure menus for key customers
- Budget reporting

Sage payroll

- How to operate a payroll for weekly or monthly employees
- Reporting on and keeping of key payroll information
- Basic personnel information held within Sage
- Use of online tools to avoid time-consuming paperwork
- preparation for the running of payroll (submission of starter and leaver forms update employees tax codes etc)
- Linking into Sage accounts to make your accounts postings automatic

CRM (Contact Relations Management) – Sage ACT!

- Importing of multiple contacts from a list outside of the product
- Setting up individual records
- Setting up companies and linking individual records into the company
- Setting up mail-shots for email or post
- Creating letter templates
- Recording all contact with clients
- Linking into Sage accounts records to keep both up-to-date and avoid duplication of work
- Control of prospective sales and review of leads

Wilson Henry is ideally placed to train owners and employees in best practice in using the computer systems efficiently and correctly.

We are comfortable in providing any style of training with the resources available in house but have found the most productive style is 'on the job' training of individuals or small groups through one to one or one to few at the clients premises working on live data that they use in the day to day operations

Before any training is delivered we usually arrange a meeting at the client's premises to review the current methods they use and what they want out of the software . Recommendations for training and changes in systems to achieve these goals can then be made and agreed . Once the client has agreed a training plan we deliver at times suitable to the client. We usually recommend spreading the training over several weeks to allow them to put into practice the training delivered and so enabling them to ask questions on the next training date.



Get the right software for your business

Wilson Henry MIS team offer Sage software assistance

Sage Accounts

- Product selection – helping clients select the product best suited to their needs given their requirements, number of users and multiple companies
- Advice on computers upgrades and, if required ,advice on data mapping and security and backup procedure
- Guidance in customisation of accounts structure
- Help with setting up reports to efficiently extract information required
- Recommendations on restriction of employees' access to the accounts information necessary to do their job

Customer Relationship Management (CRM) software

- Understanding what clients want from their CRM system
- Advice on how to use CRM software to manage client customer contacts to best effect
- Advice on products available and which is suited to client requirements
- Assistance on installation and data location
- Help with designing setup structure and default settings
- Advice on users and access rights

Payroll

- Help with Selection of the correct product
- Advice on installation and location of data
- Assistance with Setup structure
- Setting up automatic links to your accounts software for reporting on
- Advice on users and access rights

Sage Job Costing

(geared to business that need to track and control the costs of specific jobs or contracts)

- Understanding your business and your objectives
- Advice on suitability for your business
- Assistance with setup and installation

Other Sage products

- Sage have a number of other products and Wilson Henry is happy to advise and help source the software that suits the business' requirements.

Testimonials

Brave Design Ltd of St Helens

Problem – The director was wasting design time by having to produce manufacturing information for the shop floor within Excel because he was not getting the information from sage in the format he wanted.

Solution – Our training showed Brave Design how to create a report which would produce vital production lists direct from sage.

Feedback – The director has saved an average of 1 hour a day, which he can now spend managing the business instead of stuck behind a desk!.

Kay Welding Supplies Ltd of St Helens

Problem – The business was spending a lot of time *and* money sending out customer statements by post and only using the basic stock control systems.

Solution – We trained them how to set up sage so that it would email statements direct to clients and the extra features of the Sage stock control system to run the business better on a day to day basis.

Feedback – They have saved time printing and folding statements and stuffing them in envelopes each month and saved approximately £800 per year in postage and stationery costs, plus they can now create separate customer price lists to ensure customers are charged the correct prices for products be it a trade or general customer.

E-Tech Components (UK) Ltd of Liverpool

Problem— The client wanted to move over to a VAT cash accounting system and obtain the benefits of an improved cashflow.

Solution— We assisted in switching them over to a cash accounting system on Sage and trained them in the procedures required each quarter.

Feedback—Moving over to the new system has greatly assisted the company's cashflow as they are only paying the VAT once invoices have been settled. They have also saved in paper costs as they no longer need to print out the backing data for each VAT return as they now save them in PDF format onto their system.

Industrial Purification Systems Ltd of St Helens

Problem— The client's bookkeeper left and her replacement needed full training in all aspects of Sage and management accounts .

Solution— We assessed her skills at the outset and met with the directors to understand what they intended her role and responsibilities should include before developing a training plan to ensure that she could fulfil that role.

Feedback— She has now developed her Sage skills with our assistance to enable her to deal with all aspects of management accounting and monthly reporting.



Accountants'
Club

How Wilson Henry can help

This brochure will give you a flavour of what Wilson Henry can do to help.

But if you have any questions or require further information please feel free to contact:

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Wilson Henry Sage Accountants' Club Membership

Sage is recognised as the industry leader in entry-level accounting software for SME businesses with about 90% of the market. Wilson Henry has strategically aligned itself with Sage through its membership of the Sage Accountants' Club. This provides us with accountant reseller status giving full access to the Sage suite of products at special prices. Through many years of experience of implementing and helping clients maintain their Sage systems, Wilson Henry are ideally placed to assist SMEs in Sage solutions.

Sage has a wide range of Software systems to help SMEs run their business including

- Accounts production
- Payroll
- CRM
- Forecasting
- HR

A full list and further details on each product can be found on the sage website www.sage.co.uk. We are happy to assist clients in choosing and using the correct software for their business.

Additional information

We have access to Sage industry specific product software that has been developed by third parties that can be added onto clients software or even customised to their specific requirements

What Sage says...

"Wilson Henry have, for a long time, worked closely and effectively with Sage to provide outstanding training for our products. As a valuable member of Sage Accountants' Club, Wilson Henry LLP continue to play a key role in supporting our products, and ensuring that Sage has a strong training presence in the North-West of England"

Jonathan Ashton, Senior Development Manager with Sage (UK) Limited