

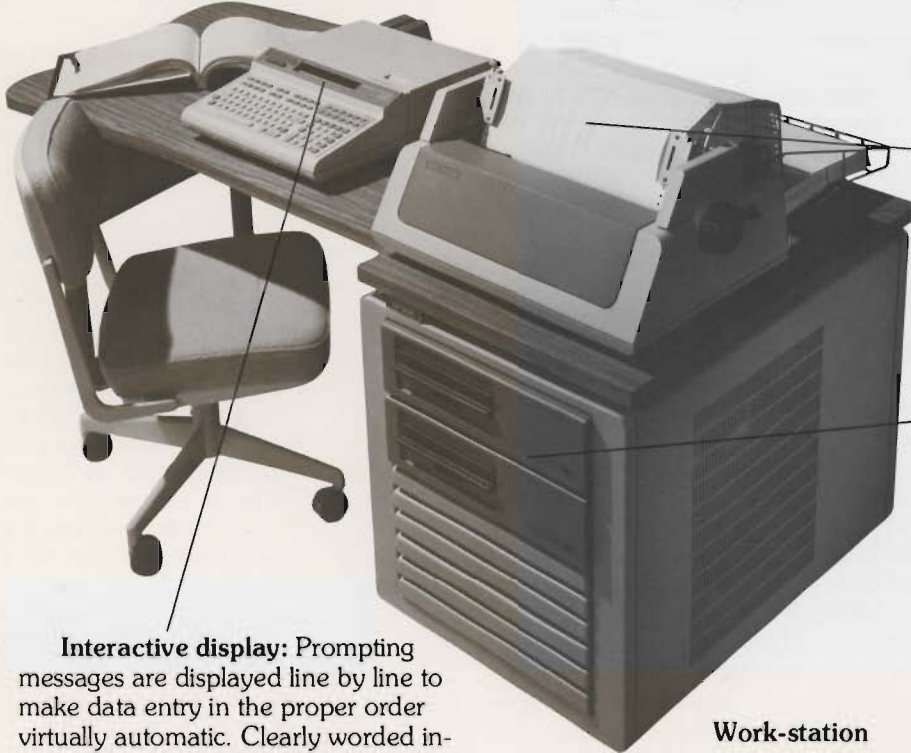
# application software summary

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### The 9896 Business Information Management System



generous work area and the general organization of the system components facilitate work flow and increase operator efficiency.

**Readable reports:** The serial impact printer produces highly readable reports, and personalized form letters in upper- and lower-case type at a rate of 30 characters per second. It generates up to six copies on various sizes of paper and on continuous or precut forms.

**Data storage on double-density flexible disks:** Flexible disks, the newest technological answer to business data storage problems, provide inexpensive, large data storage capacity. They give you faster access to your information than ledgers, cards or tape cassettes.

These flexible disks put all your information at your fingertips — easy to find, easy to verify, and easy to store. They are clearly labeled so you can quickly identify the particular data or program you want to use. And, under specific program control, the flexible disks are coded so that if the wrong one is inserted, an error message will appear in the display to alert the operator.

**Interactive display:** Prompting messages are displayed line by line to make data entry in the proper order virtually automatic. Clearly worded instructions appear in the display, telling the operator what to do as each program step is completed. In addition, the display shows the data that has been entered through the keyboard so that incorrect information can be edited immediately.

**Work-station convenience:** To start up, the operator simply flips a single switch. Paper, housed neatly out-of-sight in the system desk, feeds continuously to the printer through a built-in slot. Printouts are stacked in the basket behind the printer. The

The 9896's desktop computer is a compact, high-speed processor with a typewriter-like keyboard, a 32-character LED display, and a 10-key numeric pad. In addition, the Special Function keys give the 9896 a particularly important problem-solving capability that is easy to use. As part of HP's accounting programs you receive one or more templates, like the Accounts Receivable template illustrated, which overlay the ten Special Function keys. Under program control, the keys receive particular functions and the template labels and identifies specific accounting operations, e.g., Add Customer or Statements. Each key provides access to the special operation or management report shown on the template.

## HP 9896 Accounts Receivable System

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### System Features

The Hewlett-Packard 9896 Business Information Management System (BIMS) is a complete business computing system. It consists of a desktop computer, flexible disk memories, and a printer. When coupled with HP's Financial Information Control Software (FICS), such as Accounts Receivable, it offers a cost-effective solution to today's increasingly complex financial accounting needs.

ACCOUNTS RECEIVABLE						
S	Edit N Inv	Edit N Rec	Credit Memo	New Month	Mo Tx Report	P Due Letter
	N Inv	N Cash Rec	D Registers	Update	Aged A/R	Over Cr Limit
S	Part Pd Inv	Edit M Inv	Edit Cust	New Year	Acct Entry	Disk Util
	Stmts	Outs Inv	Add Cust	Cust List	GL Trans	Backup

### Accounts Receivable Template

When adding information to the system, such as adding new customers to the customer file, just touch the key labeled Add Customers. The display requests the entry of appropriate customer information in a logical sequence. The information is entered through the typewriter-like keyboard, and the entries are shown on the display. There is no worry if an error is made; just press the CLEAR key and reenter the information. The program does not accept the entries until the EXECUTE key is pressed.

Important management reports, summarizing accounts receivable information, are provided at the touch of a key. Reports or working operations include:

- Customer Invoice
- Daily Invoices Register
- Daily Cash Receipts Register
- Outstanding Invoices
- Customer Statement
- Departmental Aged Accounts
- Receivable Reports
- Consolidated Aged Accounts
- Receivable Report
- Past Due Letter
- Monthly Sales Tax Report
- Customer File Listing
- Over Credit Limit Report
- Partially Paid Invoices

## Accounts Receivable System Benefits

The HP 9896 Accounts Receivable system is a comprehensive, open-item invoice system. These programs provide an automated means of posting and invoicing customer receivables. Transactions processed through the system are stored, thus building the Accounts Receivable data base which contains outstanding invoices, customer sales and sales tax information. This data base is used to create a variety of meaningful management reports necessary for effective control of receivables and cash.

An important feature of this system is its ability to provide documents such as an aged receivables report and automatic past due letters. This allows better control of collections and minimizes uncollectable accounts.

Benefits of the system include:

- easy operation by office personnel,
- automatic printing of invoices, credit memos, customer statements and past due letters.
- distributing journal transactions automatically to the 9896 General Ledger system,
- individual or consolidated reporting on sales, cash and customer receivables for a department (or division) or for the entire company,
- invoicing taxable or nontaxable multiple line items,
- calculating finance charges (if applicable) according to specified rates,
- identifying accounts that exceed credit limits,
- documenting a complete audit trail.

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# Customer Invoice

This is a sample of the Accounts Receivable invoice form. When entering new invoice information, you may specify a ship-to address that differs from the billing address stored in the customer file. In this case the appropriate state and local sales tax rates are automatically requested, calculated and reflected in the tax figures at the bottom of the form.

The invoice may indicate each line item or only a total amount due. When invoicing line-item information, the extended price is automatically calculated. Both individual line items and the total invoice amount can be treated as either taxable or tax exempt.

If discount terms are quoted for the invoice, they are printed automatically with the line items, along with the discounted total amount due and the effective date of the discount. An additional message line is available for printing any conditions of the sale.

INVOICE NO. 480

SOLD TO: **BETTER TOOL SUPPLY CO.**  
7805 WEST COLFAX  
LAKEWOOD  
CO 80210

SHIP TO: **BETTER TOOL SUPPLY CO.**  
1717 SHERIDAN BLVD  
ARVADA  
CO 80209

CUSTOMER NO	SHIP VIA	ORDER NO	CUSTOMER P.O. NO	DATE ORDERED	DATE INVOICED
100400	HOLD	654	B1258	4/15/77	4/15/77

BILL OF LADING	REMARKS	PIECES
LL547741	HOLD FOR PICKUP	2

LN	PART NO	DESCRIPTION	UOM	QTY	SHIPPED	BACK ORD	PRICE	AMOUNT
1	2120-0168	V BLOCK AND CLAMP	EA	1	1	0	255.00	255.00
2	4000-4140	M/3 DIE SET	ST	2	2	0	1000.00	2000.00
3	4000-4144	M/3 DIE SET	ST	1	1	0	1300.00	1300.00



OUR NEW TELEPHONE NUMBER IS 303-221-5000  
 TERMS: 2.0%, 10 DAYS NET 30  
 THE AMOUNT DUE IS \$3496.65 IF PAYMENT RECEIVED  
 ON OR BEFORE 4/26/77.

TOTAL	\$ 3555.00
CITY TAX	\$ 5.10
STATE TAX	\$ 7.65
SERVICE	\$ 0.00
FREIGHT	\$ 0.00
AMOUNT DUE	\$ 3567.75

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# Consolidated Aged Accounts Receivable Report

The Consolidated Aged Accounts Receivable Report provides ageing information for a multicompany accounting system or for a single company. In the same manner that the Departmental Aged Accounts Receivable Report is a valuable tool for managing a department's or a company's total receivables, this report is valuable for documenting the total outstanding receivables for a business. It is identical in format to the above report.

## AGED ACCOUNTS RECEIVABLE REPORT CONSOLIDATED APRIL 15, 1977

CUSTOMER NAME	INVOICE NUMBER	TOTAL OUT	<=30 DAYS	31-60 DAYS	61-90 DAYS	>90 DAYS
AMAX TOOL SUPPLY	608	806.00	806.00	0.00	0.00	0.00
CUSTOMER TOTAL	623	3203.27	3203.27	0.00	0.00	0.00
BRANDON MILLING COMPANY	506	5601.63	0.00	0.00	5601.63	0.00
CUSTOMER TOTAL	610	1060.50	1060.50	0.00	0.00	0.00
BETTER TOOL SUPPLY COMPANY	475	2770.18	0.00	0.00	0.00	2770.18
CUSTOMER TOTAL	635	3567.75	3567.75	0.00	0.00	0.00
COLORADO TOOL & JIG	534	576.52	0.00	0.00	576.52	0.00
CUSTOMER TOTAL	591	8749.75	8749.75	0.00	0.00	0.00
DENVER PATTERN MAKING	489	2291.36	0.00	0.00	0.00	2291.36
CUSTOMER TOTAL	495	2930.89	0.00	0.00	0.00	2930.89
DUNBAR METAL PRODUCTS	513	2038.15	0.00	0.00	2038.15	0.00
ENDER MACHINE TOOL CO.	480	14060.31	0.00	14060.31	0.00	0.00
CUSTOMER TOTAL	637	1194.32	0.00	0.00	1194.32	0.00
GREELY INDUSTRIAL SUPPLY	486	8527.02	0.00	0.00	0.00	8527.02
CUSTOMER TOTAL	631	306.78	0.00	306.78	0.00	0.00
HALBERT TOOL MFG.	580	953.03	0.00	953.03	0.00	0.00
CUSTOMER TOTAL	609	810.74	810.74	0.00	0.00	0.00
INCA INDUSTRIAL SUPPLY	568	5737.27	0.00	0.00	5737.27	0.00
MECOM DRILLING SUPPLY	477	2897.32	0.00	0.00	0.00	2897.32
CUSTOMER TOTAL	605	2485.85	2485.85	0.00	0.00	0.00
NORMAN TOOL SUPPLY	574	845.04	0.00	0.00	845.04	0.00
TOTAL		80600.00	29870.18	15320.12	15992.93	19416.77
PERCENT		100.00	37.06	19.01	19.84	24.09

## Monthly Tax Report

This report is a summary of all the city and state sales taxes due as a result of a particular month's sales activity. It shows the city and state sales tax liabilities and is a good reference for settling sales taxes due. Tax information is printed for each customer within a particular city with totals for each city and state.

MONTHLY TAX REPORT APRIL 15, 1977					
CUSTOMER NAME -----	SALES -----	FREIGHT -----	SERVICE -----	TAXES	
				CITY -----	STATE -----
DUNBAR METAL PRODUCTS	0.00	0.00	0.00	0.00	0.00
ARVADA	0.00	0.00	0.00	0.00	0.00
AVERY MANUFACTURING INC.	0.00	0.00	0.00	0.00	0.00
AURORA	0.00	0.00	0.00	0.00	0.00
AMAX TOOL SUPPLY	3781.00	58.52	20.00	59.90	89.85
DENVER PATTERN MAKING	0.00	0.00	0.00	0.00	0.00
COLORADO TOOL & JIG	0.00	0.00	0.00	0.00	0.00
DENVER	3781.00	58.52	20.00	59.90	89.85
BRANDON MILLING COMPANY	950.00	48.00	15.00	19.00	28.50
ENGLEWOOD	950.00	48.00	15.00	19.00	28.50
ENDER MACHINE TOOL CO.	900.00	36.32	0.00	0.00	0.00
FORT COLLINS	900.00	36.32	0.00	0.00	0.00
GREELY INDUSTRIAL SUPPLY	7945.00	155.00	150.00	0.00	0.00
GREELY	7945.00	155.00	150.00	0.00	0.00
BETTER TOOL SUPPLY COMPANY	3555.00	0.00	0.00	5.10	7.65
LAKESWOOD	3555.00	0.00	0.00	5.10	7.65
CO	17131.00	297.84	185.00	84.00	126.00
INCA INDUSTRIAL SUPPLY	0.00	0.00	0.00	0.00	0.00
CHEYENNE	0.00	0.00	0.00	0.00	0.00
NORMAN TOOL SUPPLY	0.00	0.00	0.00	0.00	0.00
LANDER	0.00	0.00	0.00	0.00	0.00
HALBERT TOOL MFG.	758.00	10.00	20.00	7.58	15.16
LARAMIE	758.00	10.00	20.00	7.58	15.16
MECOM DRILLING SUPPLY	2195.00	150.00	75.00	21.95	43.90
ROCK SPRINGS	2195.00	150.00	75.00	21.95	43.90
WY	2953.00	160.00	95.00	29.53	59.06
TOTAL	20084.00	457.84	280.00	113.53	185.66

## An Integrated System

The 9896 Accounts Receivable system can be operated as a stand alone system or can be integrated to the 9896 General Ledger and Order Entry systems.

The integration of the Accounts Receivable system to the General Ledger means that transactions created as a result of invoicing, credit memos, or cash receipts are automatically journalized and transferred to the general ledger. This automatic transfer of data minimizes mistakes and clerical time.

The HP 9896 brings computer power within the reach of the small business. The cost-effectiveness of the system is achieved through its ease-of-use, the systems approach to accounting applications, and the ability to quickly provide management information when it is needed.

## Other Programs Available

Additional Hewlett-Packard 9896 general business software is available. Among these are General Ledger, Order Entry, Accounts Payable, Payroll, and Inventory Control.

Complete accounting systems for small businesses can be assembled by integrating the individual financial modules (AP, AR, Payroll) to the General Ledger.

## Ordering Information

The 9896 Accounts Receivable system software can be ordered as HP part number 09896-12510. The complete Financial Information Control Software, including AP, AR, GL, Payroll, and Inventory Control, may be ordered as HP part number 09896-12580.

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Sales and service from 172 offices in 65 countries.  
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