

application software summary

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The 9896 Business Information Management System



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

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.

System Features

HP's 9896 Business Information Management System (BIMS) is an integrated business computing system containing a desktop computer, flexible disk memories, and a printer. When combined with HP's Financial Information Control Software (FICS), such as Payroll, it provides an economical solution to today's increasingly complex financial accounting problems.

The desktop computer is a compact, high-speed processor with a typewriter-like keyboard, a 32-character LED display, and a 10-key numeric pad. However, the special problem-solving power of BIMS is in the Special Function keys. With each of HP's accounting programs, you receive one (or more) templates like the Payroll template shown. The template overlays the Special Function keys on the computer and, under program control, labels the individual keys for quick access to specific accounting operations, e.g., calculate Paycheck or Print Check Register. Each key also provides access to the special financial management reports the system can produce.

HP 9896 Payroll System

HEWLETT  PACKARD

Payroll						
S	Sick Hrs	Vac Hrs	New Month	New Qtr	New Yr	Reset Ck #
	Enter Hrs	Proceed	Correct Hrs	Calculate	Checks	Ck Reg
S	Tax Dist	941/W-2	Mod Empl	Restore Empl	Util Programs	
	Registers	Empl Sum	Add Empl	Delete Empl	Ck Index	Backup

One of Three Payroll Templates

Emphasis is placed on using these **Special Functions** keys and the 32-character display. When adding information to the system, such as a new employee to the employee file, touch the key labeled Add Employee. The computer display shows the appropriate question, for example, employee name or address, followed by a question mark. The information is entered through the typewriter-like keyboard and is shown in the display. If an error is made, press the CLEAR key and enter the information again. Input editing eliminates many of the more common entry mistakes.

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

- Payroll checks
- Payroll check register
- Miscellaneous earnings and deduction registers
- Employee summary
- Payroll register
- Deductions and miscellaneous earnings register
- 941 preparation
- W-2 preparation
- Tax distribution report

Payroll System Benefits

The HP 9896 Payroll system provides complete wage and salary preparation and information management. The system will process your entire payroll, including calculation of earnings for all hourly, salaried, and commissioned employees, and automatically print payroll checks and check stubs.

User benefits include:

- easy operation by office personnel,
- useful management reports that give current and historical employee and company payroll information,
- system expandability to keep pace with growth,
- paying salaried, hourly, and commissioned employees during the same payroll run,
- up to six voluntary deductions per employee,
- easy modification of federal tax calculations,
- automatic calculation of up to ten different city taxes,
- automatic calculation of up to ten different state taxes,
- printing of 941-A Quarterly FICA Report on government forms,
- printing of W-2 information on the general six-part forms,
- printing of checks and check stubs,
- automatic distribution of changes to the General Ledger,
- a complete audit trail.

Check Register

The Check Register lists all checks written during a particular pay period, along with pertinent employee identification, to assist with check reconciliation. The voided checks are also listed to ensure an appropriate audit trail. The total figure at the bottom tells you what your required bank balance for the payroll will be.

Payroll Register

The payroll register summarizes the current period and year-to-date wage and deduction information for each employee. This report, which consolidates the information that appears on each employee check stub, provides an important legal reference for verifying employee earnings in the event of discrepancies or lost pay checks. In addition, it can furnish valuable data regarding the total overtime and distribution of overtime to assist management in spotting areas for improved manpower utilization. And, since it includes employee numbering by job class, this report can also be an effective tool for periodic salary review to ensure equitable compensation.

HP Computer Museum
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CHECK REGISTER
APRIL 15, 1977

CHECK NO.	EMPL.NO.	EMPLOYEE NAME	SOC.SEC.NO.	AMOUNT PAID
9978	VOID			
9979	VOID			
9980	VOID			
9981	1	JOSEPH A. HAMMOND	588-48-6587	173.34
9982	2	RONALD G. MARTINEZ	566-51-0987	213.60
9983	3	MARY L. SWENSON	482-98-0154	194.85
9984	4	GEORGIANA K. SIMPSON	525-50-0986	233.05
9985	5	MICHAEL S. TOSHIBA	568-98-1264	195.68
9986	6	JUANITA R. ELDER	521-65-0088	139.78
9987	7	WILLIAM A. MANLEY	549-65-9987	159.82
9988	8	JOEY K. YOUNG	559-08-3254	217.38
8 CHECKS ISSUED 3 CHECKS VOIDED TOTAL AMOUNT				1527.50

LAKE MACHINE TOOL CO.
PAYROLL REGISTER
APRIL 15, 1977

	REGULAR EARNINGS	OVERTIME EARNINGS	OTHER EARNINGS	TOTAL EARNINGS	FEDERAL INC TAX	FICA TAX	STATE TAX	LOCAL TAX	TOTAL DEDUCT	NET PAY
JOSEPH A. HAMMOND EMPL 1, DEPT NO. 1 CUR HOURLY, RATE = 5.7700 YTD	184.64 3369.68	0.00 0.00	46.16 92.32	230.80 3462.00	28.49 836.29	13.50 202.53	5.77 25.97	0.00 0.00	9.70 308.12	173.34 2089.09
RONALD G. MARTINEZ EMPL 2, DEPT NO. 2 CUR SALARY, RATE = 8.7500 YTD	350.00 4900.00	0.00 0.00	0.00 350.00	350.00 5250.00	75.61 1300.61	20.48 307.13	8.75 39.38	21.00 45.50	10.56 770.90	213.60 2786.48
MARY L. SWENSON EMPL 3, DEPT NO. 1 CUR HOURLY, RATE = 6.9200 YTD	276.80 3764.48	0.00 193.76	0.00 387.52	276.80 4345.76	42.23 1059.47	16.19 254.22	6.92 32.35	16.61 16.61	0.00 65.00	194.85 2918.11
GEORGIANA K. SIMPSON EMPL 4, DEPT NO. 1 CUR SALARY, RATE = 9.2550 YTD	222.12 4960.58	0.00 0.00	148.08 592.32	370.20 5552.90	66.31 1250.92	21.66 324.85	9.26 138.83	27.77 131.42	12.15 455.95	233.05 3250.93
MICHAEL S. TOSHIBA EMPL 5, DEPT NO. 3 CUR COMMISSION, RATE = 5.7692 YTD	230.77 3323.09	0.00 0.00	56.75 673.56	287.52 3996.65	48.80 965.99	16.82 231.44	7.19 98.91	14.38 87.76	4.65 157.25	195.68 2455.30
JUANITA R. ELDER EMPL 6, DEPT NO. 2 CUR HOURLY, RATE = 4.7700 YTD	114.48 2404.08	0.00 0.00	76.32 457.92	190.80 2862.00	30.44 698.24	11.16 167.43	4.77 71.55	0.00 0.00	4.65 69.75	139.78 1855.03
WILLIAM A. MANLEY EMPL 7, DEPT NO. 1 CUR SALARY, RATE = 5.4810 YTD	219.24 3244.62	0.00 0.00	0.00 43.85	219.24 3288.47	36.55 803.86	12.83 192.38	5.48 82.21	0.00 0.00	4.56 68.40	159.82 2141.62
JOEY K. YOUNG EMPL 8, DEPT NO. 1 CUR HOURLY, RATE = 6.9200 YTD	276.80 299.60	0.00 0.00	0.00 0.00	276.80 299.60	36.31 42.01	16.19 19.43	6.92 8.30	0.00 0.00	0.00 0.00	217.38 229.86
COMPANY TOTALS	1874.85 26266.13	0.00 193.76	327.31 2597.49	2202.16 29057.38	364.74 6957.39	128.83 1699.41	55.06 497.50	79.76 281.29	46.27 1895.37	1527.50 17726.42

Employee Summary

The Employee Summary can be printed for either a selected employee or all employees currently on file, both active and terminated. This report lists all pertinent data concerning the employee. The information is formatted in two broad categories: current payroll and historical payroll information (on both a quarter-to-date and year-to-date basis). The current payroll information provides the basis for creating each paycheck in accordance with tax regulations and employee deduction commitments. The historical payroll information is particularly important to the quarterly tax distribution, and the system also uses the data for the year-end W-2 preparation. This comprehensive summary for each employee permits timely reporting of wages and tax obligations without adding extra staff or excessive overtime at the end of the reporting period.

EMPLOYEE SUMMARY			
APRIL 15, 1977			
EMPLOYEE NUMBER 1	DEPARTMENT NUMBER 1		
JOSEPH A. HAMMOND	588-48-6587		
2128 SANTANA CIRCLE			
TAOS, NEW MEXICO 72158			
MARRIED, JOB CLASS: 3	DED. 1 :	\$ 5.95	
HOURLY, ACTIVE, EMPL. DATE 8/28/76	DED. 2 :	\$ 3.75	
FEDERAL/STATE EXEMPTIONS: 2 / 2	DED. 3 :	\$ 0.00	
STATE/LOCAL TAX CODE: 1 / 0	DED. 4 :	\$ 1.00	
HOURLY RATE = \$ 5.7700	DED. 5 :	\$ 2.00	
OVERTIME 1 RATE= \$ 8.6600	DED. 6 :	\$/HR 0.15	
OVERTIME 2 RATE= \$ 11.5400			
DESCRIPTION	CURRENT	Q.T.D.	Y.T.D.
=====	=====	=====	=====
REG. PAY	184.64	369.28	3369.68
OT 1 PAY	0.00	0.00	0.00
OT 2 PAY	0.00	0.00	0.00
MISC. PAY	0.00	46.16	46.16
VAC. PAY	0.00	0.00	0.00
SICK PAY	46.16	46.16	46.16
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GROSS PAY	230.80	461.60	3462.00
FED. INC. TAX	28.49	86.19	836.29
FICA	13.50	27.00	202.53
STATE TAX	5.77	7.21	25.97
LOCAL TAX	0.00	0.00	0.00
DED. 1	5.95	11.90	89.25
DED. 2	3.75	7.50	56.25
DED. 3	0.00	0.00	0.00
DED. 4	0.00	1.00	14.00
DED. 5	0.00	4.62	64.62
DED. 6	0.00	6.00	84.00
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TOTAL DEDUCTIONS	57.46	151.42	1372.91
NET PAY	173.34	310.18	2089.09

An Integrated System

The 9896 Payroll system may be operated separately or integrated into the 9896 General Ledger system. Integration of the Payroll system with the General Ledger means that transactions created from payroll activity are automatically journalized and transferred to the general ledger. Such automatic transfer minimizes errors and greatly reduces clerical time because data is entered only once.

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

Ordering Information

The 9896 Payroll system software can be ordered as HP part number 09896-12530. The complete Financial Information Control Software, including AP, AR, GL, Payroll, and Inventory Control, may be ordered as HP part 09896-12550.

Other Programs/ Applications

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



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