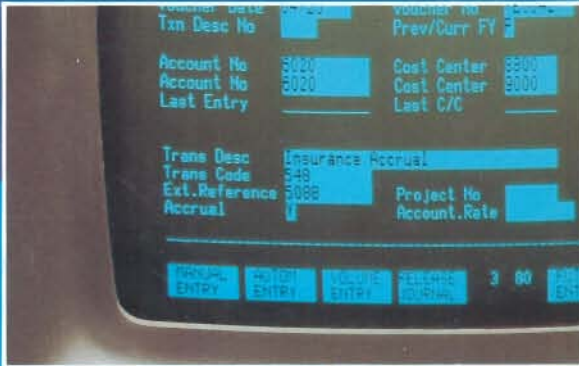


# HP Financial Accounting



## General Information Manual





# **HP Financial Accounting**

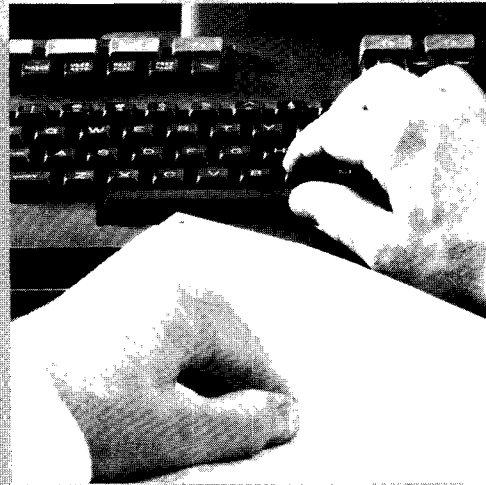
## **General Information Manual**



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# The Challenge of Financial Management



1

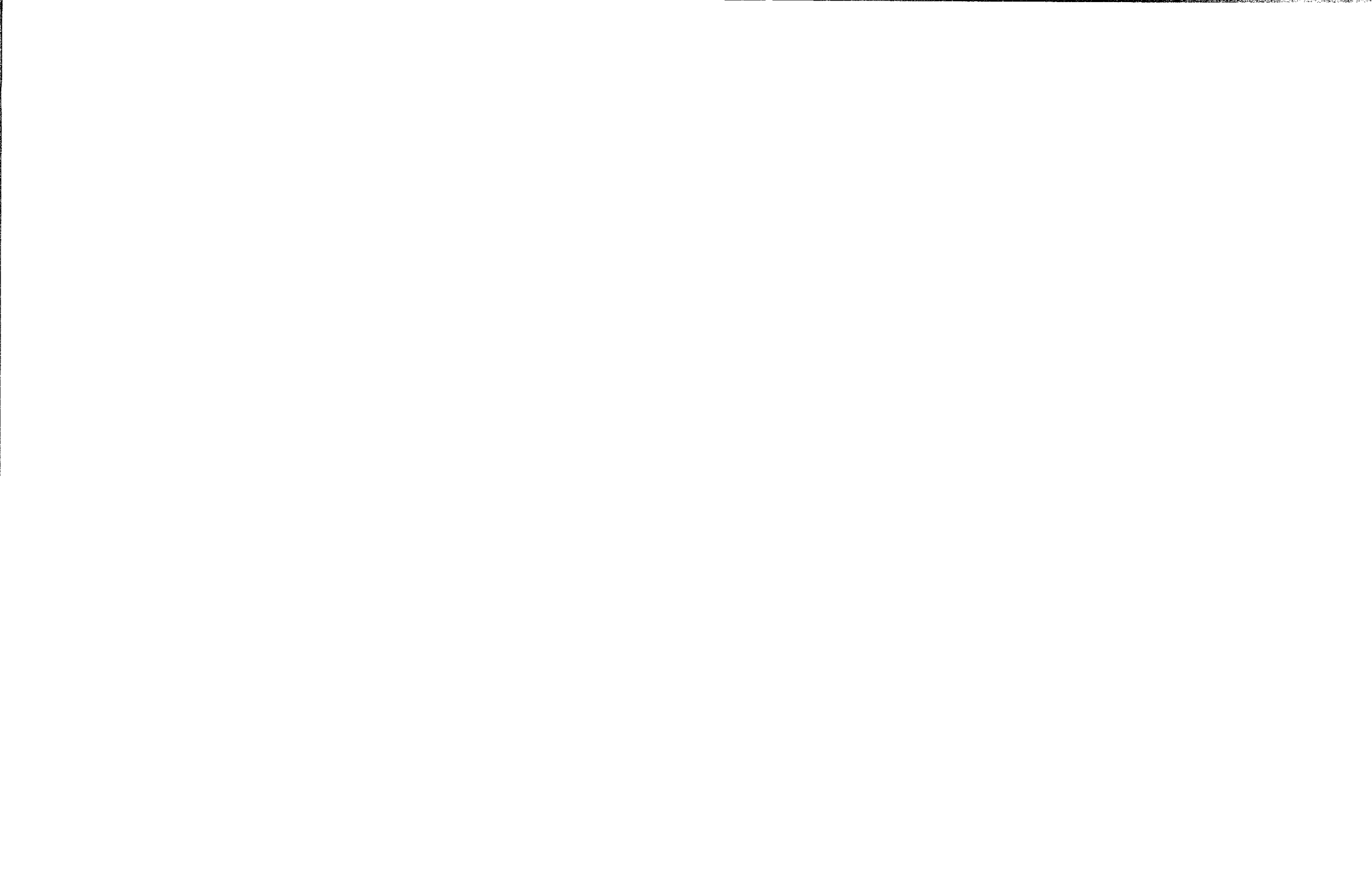
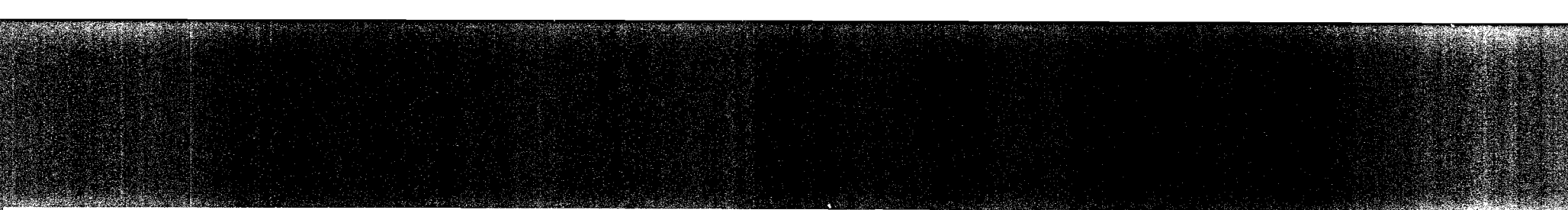
2

## **The Challenge of Financial Management**

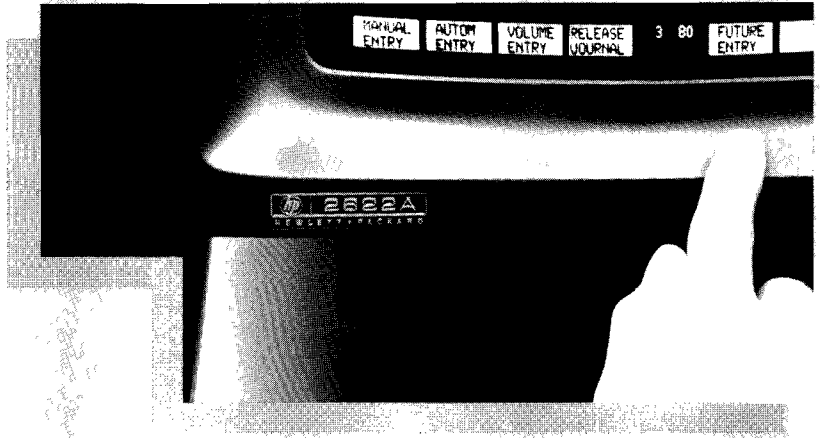
Today, businesses are faced with a complex, rapidly changing environment. Fluctuations in your company's business cycles require tight controls and accurate, fast decisions. As a result, management is placing demands on your accounting resources for more timely information, and increasingly accurate financial analysis.

To respond to this challenge, you need an interactive financial accounting system -- one which puts information at your fingertips and facilitates analysis and presentation of your financial data. Furthermore, it must be a system which can be tailored to your current business needs, yet is flexible enough to change as those business needs change.

HP Financial Accounting is a cost effective solution to help you meet your financial challenges, improve productivity and support the growth of your company.



# Introducing HP Financial Accounting







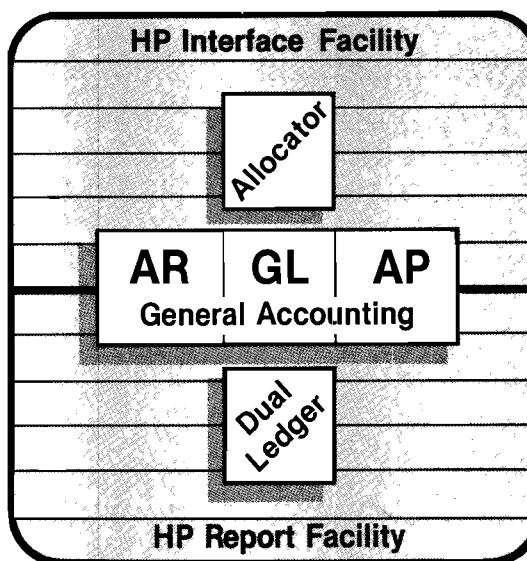
# Introducing HP Financial Accounting

HP Financial Accounting is a series of eight software products for the HP3000 which offer you a range of solutions and can be tailored to fit your financial accounting needs. HP Financial Accounting applications are based on Hewlett-Packard's proven customization technology.

HP General Accounting is positioned for companies who have standard accounting and bookkeeping requirements. It is a low-cost, integrated application combining a comprehensive set of general ledger, accounts payable and accounts receivable functions.

HP General Ledger, HP Accounts Payable and HP Accounts Receivable can be installed separately and include additional screen and data base customization capability not offered in HP General Accounting.

Features in HP Dual Ledger and HP Allocator expand the functions of HP General Ledger to address the needs of organizations with more sophisticated ledger requirements. HP Allocator provides a simple automated way of performing sophisticated cost allocations. HP Dual Ledger provides a secondary set of books for automatically maintaining and reconciling management reporting requirements.



And, to help shape these products to your environment, Hewlett-Packard offers two additional customization tools. HP Report Facility and HP Interface Facility provide simple, cost effective solutions for all your financial accounting reporting and interfacing requirements.

## Evaluating HP Financial Accounting

To help you evaluate HP Financial Accounting, general descriptions as well as information about Hewlett-Packard's support services for standard application products are available in this manual. Product Evaluation Guides are also available from your Sales Representative for a more detailed evaluation of functions, screens and reports.

You can best evaluate HP Financial Accounting when you have completely defined your financial accounting requirements. This includes an extensive analysis of your current system, organizational environment, plans for future expansion, deficiencies of your current accounting system, whether manual or automated, and a clear definition of additional features desired. Hewlett-Packard's Financial Specialists are available to help you define your requirements and match them to the features and benefits of HP Financial Accounting.

**HP Computer Museum**  
**[www.hpmuseum.net](http://www.hpmuseum.net)**

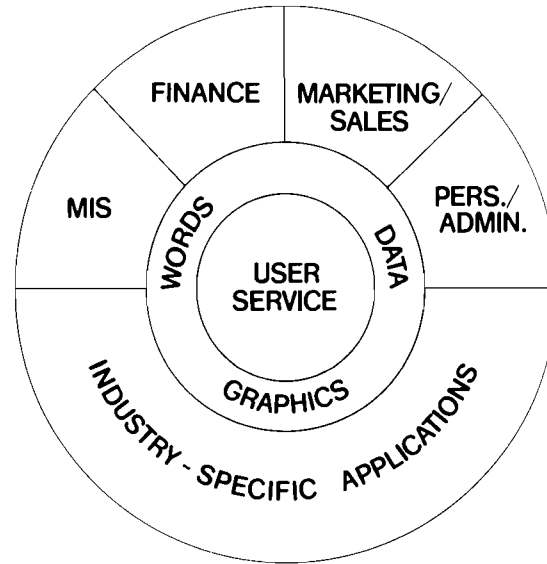
**For research and education purposes only.**

# Information Productivity Network (IPN) and Manufacturer's Productivity Network (MPN)

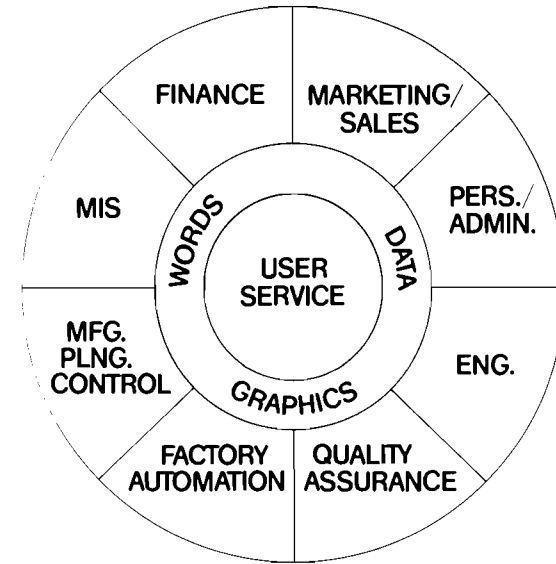
HP-MPN and HP-IPN are networks of integrated Hewlett-Packard computer systems, application software, and communication facilities that help businesses improve quality and productivity.

HP Financial Accounting is the first customizable financial product to be offered as part of Hewlett-Packard's Manufacturer's Productivity Network and Information Productivity Network. Future financial products from Hewlett-Packard will address needs in the areas of cost accounting, asset management and financial planning and control.

## HP IPN



## HP MPN



# **Benefits of HP Financial Accounting**

## **Increased Managerial Effectiveness**

HP Financial Accounting provides the reliable, accurate financial information you need when you need it. Information even a few days old can be an inaccurate indicator of your business' health. With HP Financial Accounting, your company's general ledger, balance sheet, income statement and other essential reports are available either on-line or in hard-copy at any time. Customer and vendor accounts can be accessed quickly for immediate response to inquiries. Your financial information is available at a moment's notice and in the format in which you need it.

HP Financial Accounting helps you manage by exception. To do this you need a system that can identify significant data and then give you the appropriate detail for analysis. Responsibility reporting gives you the visibility to act on variations between actual and budgeted expenses throughout your accounting cycle.

Because HP Report Facility is easy to use by accounting personnel, you can modify the standard reports and quickly design new reports with no programming background. Managers in various functional areas can have their expense statements or other financial reports in a form which best helps them control costs.

Your accounting system should be more than a simple bookkeeping system; it should help you look into the future as well. HP Financial Accounting provides simulation or "what-if" capabilities to help you do this. These "what-if" features become especially valuable when dealing with cost allocations, cash management and currency rate fluctuations. HP Financial Accounting provides the tools you need to effectively plan and manage these important areas.

## **Improved Cash Management**

Improved cash management means increased profits. Both HP Accounts Payable and HP Accounts Receivable give you the information needed to control the bottom line - not merely report it.

Significant cost savings can be achieved by a well designed accounts receivable system which helps you accelerate your cash inflow. HP Accounts Receivable provides you with extensive credit limit and turnover information to control credit risks and accelerate collections. Special aging capabilities allow you to age receivables over any period you define, either by due date or a date based on the customer's actual payment history. Flexible cash application techniques insure that your customer records are always accurate and up-to-date.

Your cash position can also be improved by reducing the financing cost of your purchases. HP Accounts Payable optimizes remittance procedures and discounts through payment proposals which are automatically generated based on your company's discount and terms of payment policies.

Because you may deal with several banks, reconciliation of your cash accounts to your bank balances can involve considerable work. HP Financial Accounting provides automatic reconciliation of all bank accounts and allows you to set up separate reconciliation accounts for disbursements or receipts which have not yet cleared the bank.

## Increased Clerical Efficiency

Your accounting department faces the challenges of processing a large volume of data quickly and reporting information accurately.

With HP Financial Accounting your clerical staff can be more productive. Common business transactions can be predefined and processed with only a short description code. Vouchers, accruals and allocations which occur on a regular basis may be entered once and then automatically or manually released in subsequent posting periods. All data-entry screens are documented with easy-to-understand "help" screens. These are accessed by simply pressing a "help" key when there is a question. This information provides you with an on-line quick reference guide. Since the on-line "help" screens are also customizable, it is easy to document your internal clerical procedures. This translates into more effective training for new personnel.

Reporting takes less time and effort since standard reports may be scheduled by your accounting department and ad-hoc reports can be quickly designed and retrieved with the use of HP Report Facility. And data which is most important to your staff can be reviewed on-line with the simple touch of a function key.

## The Solution Fits Your Company

A successful accounting system fits your business - not the other way around. And, if your business changes or expands, the software must be easily retailed to fit these new needs.

Flexibility is built into HP Financial Accounting in two ways. First, the unique organization and policies which reflect the way you do business are easy to define using interactive screens in the standard applications. Secondly, if your needs are more unique you can further tailor your applications through Hewlett-Packard's advanced customization capabilities.

Customization is a technology which allows you to tailor HP's software to your environment. You have the capability to redesign screens, reports, interfaces, data base structure and even logic -- all without programming and with full support from Hewlett-Packard.

The benefits of user customization to your business are numerous:

- \* The solution fits your company. The customization capabilities in HP Financial Accounting allow you to tailor the solution to fit your organization thus minimizing the changes to your company's operation.
- \* The implementation time is shorter; ensuring a quicker, easier realization of the paybacks of an interactive accounting system. Routine interfacing and validation programs necessary for integration into your existing systems are easy to implement using HP Interface Facility and advanced customization capabilities.
- \* You can achieve a lower cost of ownership through reduced development and maintenance costs. Hewlett-Packard will completely support the solution including the hardware, systems software and your customized application software.

The benefits of HP Financial Accounting can be realized without major changes to business procedures and you can depend on a single vendor - Hewlett-Packard - for continued success.

## Increased Auditability and Control

Important management decisions depend on the integrity of the information you and your staff provide. HP Financial Accounting insures the integrity and reliability of your data. Centralized validation insures that your data is validated consistently throughout HP Financial Accounting. Validation can occur on-line or can be deferred for later processing. Incorrect data may also be accepted and booked to suspense accounts. You can choose how and when the data is processed based on the experience level of your data entry staff and the volume of transactions.

Control of your accounting system in a decentralized environment is important. HP Financial Accounting provides your subsidiaries with an accounting solution flexible enough to meet their local accounting needs in terms of reporting requirements, interfaces, inquiries, language and legal restrictions. But, because of extensive password control, the integrity and security of your system is assured and control over critical consolidation data can be centrally maintained.

The integrity of your data is also assured because of the sophisticated logging and recovery procedures built into the IMAGE/3000 data base management system. And HP3000 business computers are reliable. They come with a 99% uptime guarantee - performance critical with accounting systems.

HP Financial Accounting was designed under the consultancy of a leading international auditing firm for strict compliance with current system auditing standards. Every effort has been made to insure integrity and auditability of your data.

## Multi-National Requirements

If you operate in a multi-national environment, you can now adopt one worldwide accounting solution. Hewlett-Packard offers you an accounting system which includes the accounting requirements of the U.S., most of the European countries and many other countries throughout the world. In this environment, it is important to control cash in different currencies. Both HP Accounts Payable and HP Accounts Receivable offer automatic currency gain or loss booking. In addition, you may want to use payment methods other than the traditional cash and check methods. HP Financial Accounting additionally supports bank transfers and direct debiting.

With HP Dual Ledger you can simulate changes in your financial position using various currency rates. HP Dual Ledger maintains two separate sets of books with one accounting entry. You can also report to headquarters with a currency which is different than your local currency. As the currency rate changes between the two ledgers, each account may be defined for automatic or manual revaluation. Special simulation techniques are provided for future or historical currency analyses.







# Product Overview

22.46	32,253.39	13,810.93
202.54	18,688.80	4,913.74
516.16	18,317.22	6,198.94
568.40	16,879.97	14,788.43
405.58	20,352.83	1,147.25
129.94	27,630.13	5,400.19
353.37	33,814.33	2,160.95
344.46	39,983.35	21,338.89
<b>SUMS</b>	<b>321,145.01</b>	<b>148,471.05</b>
		<b>305,000.00</b>

HELP BALANCE REV 3 80 JOURNAL WRT  
REVIEW SMT REV REVIEW INFO REV





# HP Financial Accounting Product Overview

Many features are designed into HP Financial Accounting to increase flexibility, productivity, and control.

## Menu Driven

Your accounting personnel are guided through each application by a series of self-explanatory menu screens. By simply pressing a key labeled with a particular function (function key) your users are guided up and down the menu hierarchy.

In addition, a special "command window" in the lower right portion of the menu provides direct access to any accounting function, eliminating the need for experienced users to step through a menu hierarchy.

```

                                     HP FINANCIAL ACCOUNTING
General Accounting Menu                                     GA MENU
-----
Company C100      Company Name MODERN COMPUTERS INC.
GL MAIN MENU     General Ledger Module
AR MAIN MENU     Accounts Receivable Module
AP MAIN MENU     Accounts Payable Module
PAR MENU         Global and module specific parameter
MODIFY DEFAULTS  Modify company default
BYE              Return to security screen

-----
GL MAIN  AR MAIN  AP MAIN  PAR  modify  BYE
MENU    MENU    MENU    MENU  defaults

```

## On-Line Documentation

All data entry screens provide a function key labelled "HELP". Pressing this function key immediately displays on-line documentation which:

- \* Provides specific instructions for data entry
- \* Supplies additional information relating to error messages

Because these screens can be tailored to your business needs, internal documentation is easy to include and keep current.

HP FINANCIAL ACCOUNTING  
Help Screen for Maintaining Company Parameters H MAINT COMP PAR

-----  
These functions (ADD, MOD, and DEL COMP PAR) allow you to define and maintain your companies and their parameters. First, you have to enter the ID of the company you are maintaining. Then you can enter or change the following parameters:

PARENT COMPANY	The identifier of the parent company. If this is the parent company (or if there is no parent) leave this blank.
POSTING WITHIN PARENT COMPANY	By default (N) you are not allowed to post to other companies in the parent structure. If you enter "Y", then you can enter standard journals and carry forward balances from one company to another.
POSTING TO SECONDARY LEDGER	By default (N) the system will not allow automatic posting to the secondary ledger. Enter a "Y" if you want to do this.
POSTING WITH PERIODS OR MONTHS	By default ("M") the system will assume calendar month accounting periods. If you are using any other accounting period, enter "P". You will have to make an entry in the next field.
NUMBER OF PERIODS	If you entered "P" in the previous field, you must enter the number of periods in the fiscal year (between 1 and 13).
POSTING TO CLOSED MONTHS	By default (N) you are not allowed to post to periods that have been closed. Enter "Y" if you need this facility.
BEGIN FISCAL YEAR	(required) Enter the date your fiscal year begins. This is used to calculate the correct current accounting period.
MAINTENANCE REPORT	By default (Y) the system will record every change made to the company definitions, the chart of accounts, and the default values, and you can request a report of the changes. If you enter "N", no record of the changes is kept, and no report can be produced.
NOTE	The MOD COMP PAR screen has additional fields that tell you when the last period was closed, and when the previous year was closed.

Once you have defined your companies, we recommend that you define the passwords for each one, followed by the default company, followed by the chart of accounts and defaults for each company.

f1 f2 f3 f4 f5 f6 f7 EXIT

## Security

Data security is one of the most important considerations in an interactive accounting application. HP Financial Accounting offers you two levels of security.

The first is part of the HP3000 operating system; the second is incorporated in HP Financial Accounting and allows you to limit access to data by terminal, by company, and by accounting function. This is done through the use of passwords.

HP FINANCIAL ACCOUNTING					
Add a New Password			ADD PASSWORD		
-----					
Company	C100	Company Name	MODERN COMPUTERS, INC.		
Password	SHIZAMM	Copy from Password/Company	_____/____		
Transaction	Select	Transaction	Select	Transaction	Select
ADDCC	✖	DELVALIDITY	✖	MODGLPARFULL	✖
MODCURRAT	✖	MODVALIDITY	✖	EDITAPOI	✖
ADDSURJOURDEF	✖	DELCURRAT	✖	MODBANKADD	✖
MODTXNDESCGL	✖	MODCOMPPAR	✖	DELCOMPPAR	✖
ADDTXNDESCGL	✖	DATAENTRY	✖	DELACCT	✖
DELBANKADD	✖	ADDBANKADD	✖	INITSAVE	✖
DELTXNDESCGL	✖	MODCC	✖	ADDCURRAT	✖
ADDCUSTBANK	✖	GLYEAREND	N	FUTUREENTRY	✖
ADDACCTFULL	✖	MODBIUDACCT	✖	ADDSTDJOUR	✖
SINGLEENTRYAP	✖	REPORTMENUGL	✖	REPORTSPEC	✖
BALANCEREV	✖	MODCOMPACCT	✖	AUTOMETRY	✖
-----					
MOD		DEL		HELP	
PASSWORD		PASSWORD		EXIT	

## Financial Parameters

Throughout HP Financial Accounting, extensive use is made of parameters to simplify the data entry process. These parameters define your accounting rules and business policies such as payment terms or write-off limits. They are set up by your System Administrator to exactly reflect the way your company does business.

Although parameters are not frequently changed, there are many occasions when you may want to override them. This can be done during data entry with appropriate authorization. This example shows the kind of parameters which are set up for terms of payment within HP Accounts Payable.

```

                                     HP FINANCIAL ACCOUNTING
Modify AP default terms of payment                                     MOD AP TOP
-----
Company C100      Company Name MODERN COMPUTERS, INC.
Payment Net Days 30
Terms of Payment (days/discount%)
   1           2           3           4           5           6
10 2 %  20 1 %  % % % %  % % % %  % % % %
-----
MOD GEN      MOD AP  MOD AP      MOD AP      HELP  EXIT
AP PAR      DISCODE CLASS      VOUCHERS

```

## Data Entry

HP Financial Accounting offers your staff several methods of entering, validating and posting accounting entries. Data may be entered either in a batch mode from another application or input on-line using simple data entry screens. Data entry for high volume transactions can be processed quickly by pre-defining common accounting data so that the only data which must be entered is a description code and the amount.

Other screens are available to record additional unique data necessary for your reporting requirements.

Volume Data Entry				HP GENERAL LEDGER		VOLUME TRANS GL			
Company	C100	Company Name	MODERN COMPUTERS, INC.						
Acct.Date/Period	10/31/82/	Prev/Curr FY	C						
Batch No	BLU050	Control Total	6010.14	Act.Total	5400.82				
Validation	N			Voucher Rge	1				
Voucher Date	10/15/82	Ledger Code	P						
Next Voucher		Trans Code		Account No	Cost Center	Amount	D C		
Last Entry	PCA00002	T001		1050	5010	244.76	C		
		T002				140.20	D		
		T001			CC0117	27.56	D		
				4660	CC0115	50.70	D		
				1050		26.30	D		
						244.76	C		
MANUAL ENTRY		AUTOM ENTRY		browse backward		REL STD JOUR	YEAR END ENTRY	HELP	EXIT

## Validation

As data is entered into the system, it may be validated immediately at the terminal or stored for later validation. This is useful when there are large volumes of data to be entered, and your accounting clerks do not have time to make corrections during data entry. For last minute accounting transactions, vouchers can be entered, validated, and immediately posted. Thus you can update reports immediately without waiting for the time-consuming overnight processing typical with older batch systems.

## Posting

All of your company's accounting entries may be input, validated and posted on-line at the touch of function key. However, if your organization requires that accounting entries be reviewed and authorized by a higher level manager before actually being posted, then the system can easily handle this.

When all data has been validated and all errors corrected, either on-line or through the use of suspense accounts, these vouchers may be "released" for posting as illustrated in the screen below. Vouchers may be released individually or as an entire "batch" when grouped together.

Maintenance of Batches		HP GENERAL LEDGER		MAINT BATCHES	
Company	C100	Company Name	MODERN COMPUTERS, INC.		
Batch No	BLU050	Release Id	LC		
		Control Total			
		Actual Total	6010.14		
Current status	CLOSED				
New status					
Open	<input type="checkbox"/>				
Closed	<input type="checkbox"/>				
Released	<input checked="" type="checkbox"/>	hold Voucher			
		re-activate Voucher			
-----					
REV	MOD	DEL		HELP	EXIT
ENTRY	ENTRY	ENTRY			



## Reviewing Accounting Data

In an interactive system, your ability to review data on-line and to have the most recent information at your fingertips is an important benefit. HP Financial Accounting has been designed especially for use in an environment where this capability is important.

When it is necessary for you to quickly analyze summary data or variances, this information is available on standard review screens. If desired, you can quickly get to the supporting detail with the touch of a function key.

You can easily review your financial information by using the "browse forward" and "browse backward" function keys. Or, for very large reviews, you may choose to print the information in hard-copy form.

Account Statement Review		HP GENERAL LEDGER		ACCOUNT STMT REV			
Company	C100	Company Name	MODERN COMPUTERS, INC.				
Ledger	P	FY Period	10	Prev/Curr FY	0		
Account No	4660	Account Descr	ENTERTAINMENT				
CC No	5010	CC Name	PRODUCT MARKETING				
BEG.MTD Balance	16432.42	Opening Balance	.00				
MTD Balance	226.19	YTD Balance	16658.61				
Journ Page	Voucher No	Voucher Date	Offset Account	Comments	Amount		
002	PCA00003	10/28/82	1050	PC-ENTERTAINMENT	140.20		
002	PCA00003	10/28/82	1050	PC-ENTERTAINMENT	27.56		
005	GJ00041	10/28/82	1001	ENTERTAINMENT-DINNER	58.43		
-----							
				browse forward	browse backward	HELP	EXIT

## Requesting Reports

All standard reports are immediately available when you implement HP Financial Accounting. Your System Administrator can interactively schedule your reports to be run at the same time every day, week or month; or you can request that these reports be run immediately.

With HP Report Facility, you can design special reports either by modifying existing ones or by creating completely new reports. Furthermore, you can use the same report format for analyzing different sets of data.

```
Modify Report Data INV MOD REP DATA
-----
Report ID :AROVERDUE  Report Title : OPEN ITEM RECEIVABLES REPORT
Run Report Immediate  X
                   or Scheduled  _ for Time __:__ Today  _ Tomorrow  _
Print Report on Printer  _____
-----
                R E P O R T   D A T A   -----
Item           Op           Value(s)
-----
INVOICE-DATE  <          10/31/82
BALANCE-DUE   >          300.00
-----
CHANGE  CHANGE  START  HELP  EXIT
SCHEDULE PRINTER  JOB
```

# HP General Accounting

HP General Accounting is an integrated general accounting solution consisting of the comprehensive feature set and benefits available in HP General Ledger, HP Accounts Payable and HP Accounts Receivable. This application is designed to fit the needs of customers with standard general accounting requirements who may have unique reporting and interfacing requirements, but do not need customization of screens and data base structure.

HP General Accounting is a low-cost application providing ease of implementation and integration into your accounting environment. And, because it is offered by Hewlett-Packard, HP General Accounting can be easily upgraded to provide more sophisticated accounting capabilities when your needs change.



## HP General Ledger

HP General Ledger automates the collection, organization, and summarization of your financial information. This is the heart of your financial system and must be flexible enough to support your current organization as well as any future organizational and policy changes.

HP General Ledger provides you with this flexibility to define charts of accounts, cost centers or other organizational units.

You decide how you want to see the management and financial information needed to run your business. You can review summary information with the detail backup available either on-line or in hard-copy reports. This kind of visibility helps you control expenses and keeps you informed about your financial position. Three separate budgets are maintained by account and/or cost center for measuring performance and for responsibility reporting.

Accounting entries generated within HP Financial Accounting are automatically posted to the general ledger. You can automate input of accounting entries from other systems using HP Interface Facility. Central validation assures that all data, whether entered on-line into HP General Ledger or from outside systems, is correct. The integrity of your financial information is protected.

HP General Ledger is an integrated application module within HP Financial Accounting. By itself, it provides the kind of financial control you need. Coupled with the advanced features available in HP Allocator and HP Dual Ledger, HP General Ledger solves the problems of more sophisticated, multi-national companies.



## **HP General Ledger Features**

- \* On-line or batch data entry, validation and posting
- \* Multiple companies with unique charts of accounts, cost center organizations, security, fiscal year and parameters.
- \* Total flexibility in defining charts of accounts and cost centers
- \* Three separate budgets kept by account, cost center, or account within cost centers.
- \* Responsibility reporting and on-line analysis of expenses.
- \* Accruals provide automatic reversal bookings.
- \* Standard vouchers automatically posted each period.
- \* Ability to post to future or past periods.
- \* Automatic period and year-end closing procedures.

## **HP General Ledger Reports and Reviews**

- \* Voucher Review
- \* Balance Sheet
- \* Subsidiary Journal Review
- \* Profit and Loss Statement
- \* Account Summary Review
- \* Statement of Financial Position
- \* Account Detail Review
- \* Trial Balance Review
- \* Trial Balance
- \* Management Information
- \* Responsibility Reports
- \* Audit Reports
- \* Batch Status
- \* Maintenance Reports

## HP Accounts Payable

HP Accounts Payable controls your liabilities and helps reduce the amount of operating capital needed to offset those liabilities. Cash requirement projections, coupled with flexible disbursement policies, allow you to simulate your cash position for optimal cash flow.

Automatic payment proposals are generated based on your specific policies regarding discounts, terms of payments, and due dates. These proposals can be made against multiple banks and are available for your review, modification, and approval before disbursements are actually made.

Automated bank reconciliations are designed so your cash accounts accurately reflect the bank balance. Payments which have not yet cleared the bank can be assigned to a reconciliation account for better cash management.

To safeguard working capital, extensive security and validation mechanisms are incorporated into HP Accounts Payable.

As a stand-alone product, HP Accounts Payable can be easily interfaced to your existing general ledger and/or purchase order management system. (For further interfacing information, please read about HP Interface Facility in this section).

As an integrated part of HP Financial Accounting, all accounting distributions will be posted into HP General Ledger. Invoices and cash disbursements may be recorded in any currency, and currency gains or losses will be automatically posted to your appropriate general ledger accounts.

In addition to regular check payment methods, HP Accounts Payable handles bank transfers.



### **HP Accounts Payable Features:**

- \* On-line vendor review and analysis with quick access to vendors by a short name.
- \* Automatic voucher numbering.
- \* Corporate vendor turnover information for better visibility of total turnover with several vendors from same corporation.
- \* Effective discount analysis for better cash control.
- \* Automatic payment proposals with on-line maintenance, review, and approval of the proposals.
- \* Cash or accrual methods.
- \* Recurring payments automatically booked in each period.
- \* Automatic Use Tax, Value Added Tax, discount, and due date calculations.
- \* Flexible accounting distribution with system controlled balances.
- \* Multiple banks and multiple currencies with automatic reconciliations.
- \* Automatic booking of any currency gain or loss.

### **HP Accounts Payable Reviews and Reports:**

- \* Corporate Review
- \* Summary Aged Trial Balance
- \* Vendor Review
- \* Detail Aged Trial Balance
- \* Single Open Item
- \* Open Item Register
- \* Open Items by Vendor
- \* Open Item Ranking
- \* Open Item Detail

- \* Trial Balance
- \* Reconciliation
- \* Cash Requirements Forecast
- \* Recurring Payments
- \* Discounts Taken/Lost
- \* Payment Proposal
- \* Audit Report
- \* Bank Reconciliation
- \* Vendor Listing
- \* Tax Reports
- \* Payment Register

## HP Accounts Receivable

HP Accounts Receivable interactively records and controls the indebtedness of your customers. Increased cash inflow and better credit control directly affect the liquidity of your company. To better manage your cash resources, HP Accounts Receivable provides sophisticated aging methods, flexible cash application and close credit and collection control.

HP Accounts Receivable is designed with special capabilities for better cash management, easier data entry and better visibility into your business relationships. By maintaining customer turnover information by month for both the current and past year, you are able to analyze historical trends and project future business turnover.

To effect timely distribution of overdue invoices, special attention has been given to automatic printing of delinquency notices which can be written at up to five levels of severity. Exception reports are available to focus more effectively on the areas of particular concern, especially in the sensitive areas of credit and collection control. HP Accounts Receivable helps you maintain that sensitive balance between optimized cash inflow and good customer relationships.

Used stand-alone, HP Accounts Receivable can be easily interfaced with external ledgers, sales analysis, or sales order systems.

As an integrated part of HP Financial Accounting, all accounting distributions will be automatically posted into HP General Ledger. Invoices and cash receipts may be recorded in any currency, and currency gains or losses will be automatically posted to appropriate general ledger accounts.

Automated bank reconciliation capabilities ensure that your cash accounts accurately reflect the bank balance. Receipts which have not yet cleared the bank can be assigned to a reconciliation account for better cash visibility.





### **HP Accounts Receivable Features:**

- \* On-line customer review and analysis with quick access to customers by a short name.
- \* Corporate turnover information for better control of accumulated credit limits with several customers from the same corporation.
- \* Automatic discount calculation and write-offs.
- \* Flexible aging by due date, invoice date, or estimated payment date, based on customer's actual payment history.
- \* Flexible automatic or manual cash application features.
- \* Recurring invoices booked in any future period.
- \* Delinquency notices automatically printed in any language with records of dates sent and severity level used.
- \* Direct debiting features.
- \* Handles multiple payment methods with automatic bank reconciliation.
- \* Multiple currencies with automatic booking of currency gain or loss.

### **HP Accounts Receivable Reviews and Reports:**

- \* Corporate Review
- \* Summary Aged Trial Balance
- \* Customer Review
- \* Detailed Aged Trial Balance
- \* Open Items by Customer
- \* Open Item Register
- \* Open Item Review
- \* Open Item Ranking
- \* Open Item History

- \* Trial Balance
- \* Bank Reconciliation
- \* Credit Limit Listing
- \* Payment History Analysis
- \* Audit Report
- \* Bank Reconciliation
- \* Customer and Corporate Listing
- \* Recurring Entries
- \* Customer Statements
- \* Delinquency Notices
- \* Unearned Discounts

## HP Dual Ledger

HP Dual Ledger is designed for companies that need to provide different sets of financial information for accounting and management purposes. This is especially useful if your company operates in more than one country or if you have complicated intra-corporate reporting requirements.

HP Dual Ledger is an expansion of HP General Ledger. Both sets of books may be kept in the same currency, or in two different currencies. If they are kept in different currencies, HP Dual Ledger provides an automatic revaluation of the accounts based on changes in currency rate. This revaluation is done by account, so that special inventory or depreciation accounts can be handled separately.

Your charts of accounts may be completely different in the two sets of books. Each accounting entry is made only once. If different currencies are used, the entries are automatically converted into the appropriate currency of your secondary books.



## **HP Dual Ledger Features**

- \* Two charts of accounts per company.
- \* Entries may be automatically created in both books with one entry.
- \* Automatic reconciliation of both books.
- \* Automatic currency revaluation based on individual accounts.
- \* Simulation capability to analyze future financial position based on fluctuating currency rates.
- \* Automatic posting of currency gains or losses.
- \* Historical currency analysis.
- \* The same reports and on-line reviews which are available for HP General Ledger are provided for the secondary ledger.

## HP Allocator

HP Allocator is an advanced cost allocation system for use with HP Financial Accounting. Sophisticated allocation criteria may be defined using simple data entry screens. Easy auditability assures control over allocations in companies with complicated organizational structures.

Allocation criteria which are not account based (such as number of employees, number of square feet, etc.) may be automatically entered from external systems or entered interactively.

You can allocate both budgeted and actual amounts from any group of accounts and/or cost centers and from either chart of accounts when HP Dual Ledger is installed. HP Allocator supports up to 99 levels of allocations, or you can use a sequential allocation process.

Allocation criteria are interactively defined and can be based on fixed amounts or percentages, variable amounts or relative percentages. Simulating allocations allows you to analyze the effect of your allocation criteria and methods before automatically booking the allocated amounts to your general ledger accounts.

**HP Allocator Features:**

- \* Allocates actual amounts and budgets.
- \* User defined allocation criteria, methods and bases.
- \* Allocates amounts from primary and/or secondary ledger
- \* Supports both multi-pass or sequential processes.
- \* Provides simulation capability for control and audit.
- \* Automatically books allocations to HP General Ledger.



## HP Report Facility

HP Report Facility is a powerful report writer which you can use to either modify the standard reports provided as part of HP Financial Accounting or to define completely new reports.

Because HP Report Facility is designed for accountants, your accounting staff can easily get the information they need without any special programming or data base knowledge. Reports can be designed using a simple "check the box" approach.

The most typing involved is the report title. You can define simple, ad-hoc reports within minutes. More complex, production type reports can be easily defined by accessing additional definition screens.

HP Report Facility was used to design all standard reports provided with HP Financial Accounting. Therefore you can make changes to standard report formats easily. Pre-printed forms such as checks and statements are easy to define - no need to change the format of your business forms.

Consolidation reporting, responsibility reporting, financial and management reporting are all easily defined within HP Report Facility. And you can use the same report format for analyzing different sets of data.

## **HP Report Facility Features**

- \* Designed for Accountants.
- \* Consolidated Statements.
- \* Exception Reporting.
- \* Responsibility Reporting.
- \* Ad-hoc and complex reporting capabilities.
- \* Pre-printed forms easily defined.
- \* On-line and hard-copy reports available.
- \* Simple page and line formatting.
- \* Report formats easily copied from other reports.
- \* Sample layouts printed.

## HP Interface Facility

With HP Interface Facility your programming staff will not need to write those tedious but important interface programs required for a truly integrated system. HP Interface Facility uses simple on-line screen definitions of external files to automatically generate the necessary interface files.

HP Interface Facility is a customization tool designed to assist your systems personnel in interfacing HP Financial Accounting to your external systems. We know that accounting systems seldom stand alone, and that your EDP environment is often a mix of several hardware and software solutions.

With HP Interface Facility your analysts can easily modify the standard interfaces provided with HP Financial Accounting or add totally new ones to integrate HP Financial Accounting into your systems environment - without programming.

Data from other systems can be easily interfaced with HP Financial Accounting. Using simple data entry screens, your systems analyst can describe these external files to HP Interface Facility. They are then converted into the format needed by HP Financial Accounting or your external systems and processed according to your needs.

HP Interface Facility greatly increases the productivity of your programming staff and reduces the amount of time necessary for implementation. HP Interface Facility also increases your flexibility to add other application solutions later.



## **HP Interface Facility Features**

- \* Interactive data specification for files going to or coming from HP Financial Accounting applications.
- \* Automatic restructuring of data within the files.
- \* Data conversion (ASCII to EBCDIC or vice versa)
- \* Sorting and summarization capabilities on data within the files for better audit control.
- \* Standard interface files pre-defined by HP.
- \* Capability to select individual records for processing.



# Customization

Last Vou...

Old Amount  
New Amount  
New Amount



# Customization

Customization is a unique application technology developed by Hewlett-Packard to allow you to easily tailor our business applications to fit the requirements of your environment. Customization features are extensive and include the capabilities needed to tailor your screens, reports, interfaces, data bases and even processing specifications to your business environment.

## Customizing Data

Data structures can be modified by:

- \* Adding data sets.
- \* Adding new data items.
- \* Deleting non-critical data items.
- \* Changing the length or type of data items.

## Customizing Screens

Data entry and retrieval screens can be modified by:

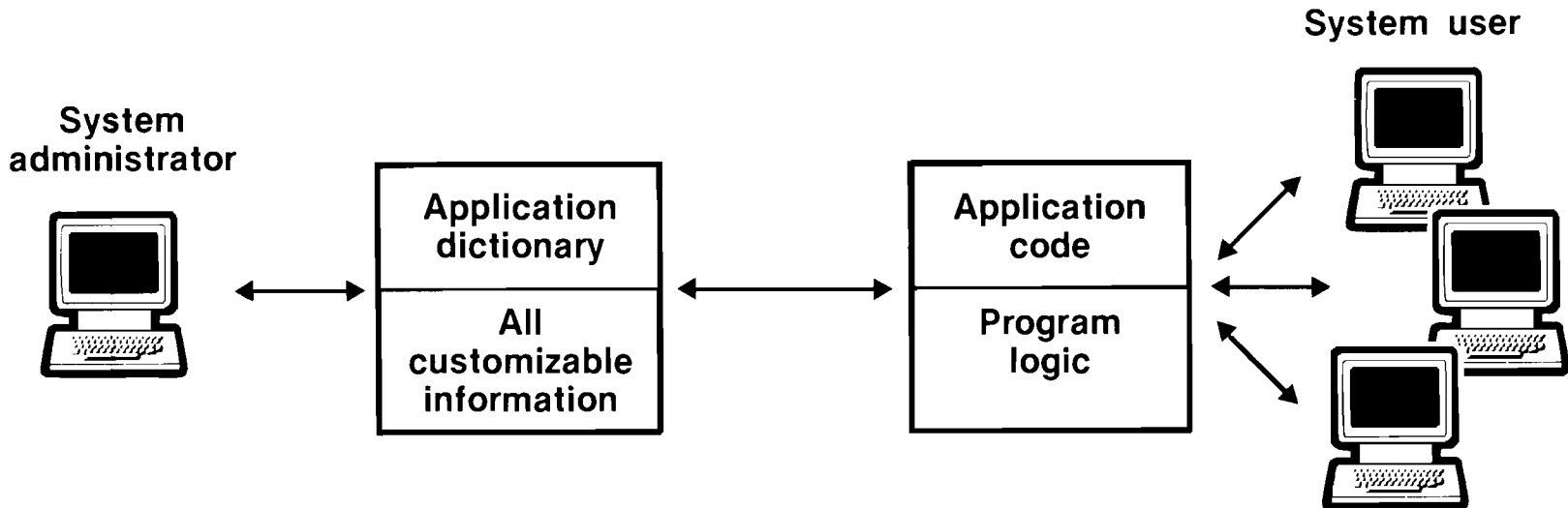
- \* Changing existing screens.
- \* Designing new screens.
- \* Changing function key definitions.
- \* Changing the sequence in which screens are displayed.

## Customizing Reports and Interfaces

When HP Report Facility and HP Interface Facility are installed, you may alter standard reports and interfaces or create totally new reports and interfaces.

## Expanded Customization

Expanded customization may be necessary for handling processing specific to your operation for such things as additional validation through external systems or updating external systems with financial information. This processing may be tailored to your business through special COBOL programs written by your analysts. These programs are accessed and executed at specified times within HP Financial Accounting.





# How to Achieve a Successful Implementation







# Considerations for a Successful Implementation

HP Financial Accounting is a functionally complete solution which can be easily shaped to fit the needs of a broad range of companies, even large multi-national corporations.

In addition, HP Financial Accounting products are modularized in such a manner that they fit the needs of small to medium size firms whose accounting functions require a computerized solution.

As a result of its modularity, HP Financial Accounting can expand to meet your changing business requirements. A basic system can be implemented with the applications which best meet your current needs, and other applications can be added as those needs change.

## Project Management

As in any large implementation, your top management, accounting supervisors and appropriate EDP staff members should be involved in the project. The complexity of the implementation depends entirely on your environment. Helpful tools offered as a part of HP's software solutions will reduce the implementation time, but analyzing interfaces to your existing systems, retraining of your personnel, and creation of testing plans will require resources from your organization.

### Project Manager

An important appointment will be the designation of one individual to manage the transition from your present system to HP Financial Accounting. This person's background should include project management and a sound knowledge of your company's accounting policies and procedures. This position most likely will be a short term, full-time assignment. The individual selected should be capable of assuming overall responsibility for managing the project to a successful completion.

## System Administrator

The System Administrator for HP Financial Accounting will be responsible for tailoring the solutions to your particular environment and for training your end users. If you are a small to medium sized company without the need for extensive customization, this job primarily involves setting up parameters and password control, setting up charts of accounts, and defining your organization.

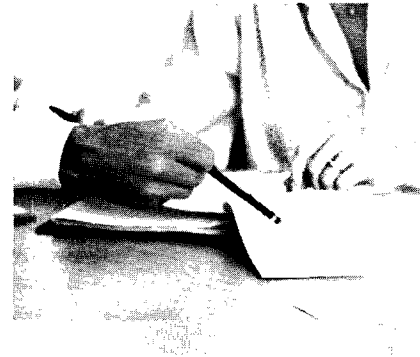
If you plan to implement advanced features, have complex interfaces, and need extensive customization, the System Administrator role is critical.

## Teaming up with You

Hewlett-Packard has years of experience in helping customers successfully implement software solutions. Our Financial Specialists can team up with your in-house resources to assist with planning, training and implementation projects.



# Support Services





# Support Services

## Documentation

In addition to the complete set of manuals which support the HP3000, a comprehensive set of manuals is available for HP Financial Accounting to supplement the on-line "help" screens. All user manuals help your accounting staff understand how data is handled within the system; how to successfully use the features available; and to understand the special considerations for getting started.

The user manuals provided for HP Financial Accounting are:

- \* Using HP General Ledger
- \* Using HP Accounts Payable
- \* Using HP Accounts Receivable
- \* Using HP Allocator
- \* Using HP Dual Ledger
- \* Using HP Report Facility

In addition, manuals are available to help your System Administrator with customization and integration of HP Financial Accounting into your current environment:

- \* Using HP Interface Facility
- \* System Customization
- \* System Operation
- \* System Reference Manuals for each accounting application.

# Training

Hewlett-Packard offers classroom training in the use and administration of HP Financial Accounting. This training is intended for your System Administrator but can also be beneficial for a project manager or other key staff members. The System Administrator is responsible for end-user training. Training is designed to provide students with the skills to:

- \* Teach product functions, on-line terminal interaction, and general product use.
- \* Customize HP Financial Accounting to a specific environment.
- \* Operate the system on a day-to-day basis.

The classes have a train-the-trainer format. Approximately fifty percent of each of these courses is lab-oriented to give students extensive hands-on experience with the system.

Customer classes are also available at your site.

# Consulting Services

Before HP Financial Accounting is installed, a Hewlett-Packard Sales Representative and a Financial Specialist will help you determine the fit between your specific accounting requirements and HP Financial Accounting.

Within Hewlett Packard's worldwide support organization, support services are designed to provide all the assistance needed to successfully implement HP's application products.

# Software Support

Hewlett-Packard offers the services needed to keep your accounting software functioning reliably after installation. Hewlett-Packard Financial Specialists and Sales Representatives will help you select the appropriate level of support service.

## Customer Support Service (CSS)

Customer Support Service provides the highest level of continuing support available from Hewlett-Packard. It is Hewlett-Packard's standard software support product offered for customers who wish to supplement their own information systems resources with specialists from Hewlett-Packard. The following services are provided when you order CSS:

- \* Software Status Bulletins
- \* Software Updates
- \* Manual Updates
- \* Phone-in Consulting
- \* On-Site Assistance
- \* Software Problem Reporting System
- \* The "Communicator" publication service

For companies that implement HP Financial Accounting products on more than one computer an additional support option is offered that provides full Customer Support Service for additional sites through a central site contact. This remote site support option offers you, at a reduced cost, full software support at all of your installations.

## Software Subscription Service (SSS)

You may choose to rely primarily on your in-house resources for your software support. For those customers we offer the Software Subscription Service which includes the software status bulletins, software updates, and manual updates.



Corporate Headquarters:  
Hewlett-Packard  
1507 Page Mill Road  
Palo Alto, CA 94304 USA

European Headquarters:  
Hewlett-Packard S.A.  
7, rue du Bois-du-Lan  
P.O. Box CH-1217 Meyrin 2  
Geneva, Switzerland

Japanese Headquarters:  
Yokogawa-Hewlett-Packard Ltd.  
29-21 Takaido Higashi 3-chome  
Suginami-ku, Tokyo 168

Canadian Headquarters:  
Hewlett-Packard Ltd.  
6877 Goreway Drive  
Mississauga, Ontario L4V 1M8

Intercontinental Headquarters:  
Hewlett-Packard  
3495 Deer Creek Road  
Palo Alto, CA U.S.A. 94304

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