



## NEWS SUMMARY

RealNetworks Makes First Ever Job Cuts  
Streaming media provider RealNetworks is laying off 140 to 150 of its nearly 1,000 employees in response to the sharp fall in ads and technology spending.

HP Warns of Revenue Drop, Cuts 6,000 Jobs  
Hewlett-Packard Co. said that its revenues for the current quarter would be considerably lower than last year's second quarter, and as a result the company will cut about 6,000 jobs.

WorldCom Reports Lower Profits, But Healthy Data  
WorldCom Inc. reported second-quarter results for its WorldCom data group that reflected a slowdown in its long-distance phone business and tempered demand for Internet services.

## Life Tips

The secret of happiness is to admire without desiring.

—F.H. Bradley

OpenAxis News is intended to provide useful information regarding Information Technology to our clients and friends.

The news covers new version releases, hotfix file update, and some IT tips.

## ACCPAC HR Series Features Ease of Use and Employee Self-Administration

ACCPAC International, Inc., a division of Computer Associates (NYSE: CA), announced that it is further extending its powerful line of end-to-end e-business solutions by introducing an employee benefits and human resource (HR) management system for mid-sized enterprises. The new ACCPAC HR Series will integrate seamlessly with ACCPAC Advantage Series and ACCPAC Pro Series, two of the world's leading business management applications.

ACCPAC HR Series is designed to link with the newest versions of its top two accounting solutions so users can access critical employee and company financial data with ease. ACCPAC Advantage Series and ACCPAC Pro Series are advanced accounting and operations systems for mid-market enterprises that include sophisticated payroll processing. The new HR management solution also will integrate with ADP Corporation's payroll solution.

"By providing software that integrates HR and payroll functions, ACCPAC can offer sizeable savings to mid-market en-

terprises. ACCPAC Advantage Series and Pro Series users now can have instant access to a wealth of information that once was available only to large corporations with well-staffed HR departments," said ACCPAC President and CEO, David Hood.

Particularly well suited for mid-sized organizations, the HR Series is extremely easy to use, simplifying the most complex HR operations. "Wizards" guide users quickly through system setup with user-friendly screens that enable them to organize and compile employee data for faster analysis. HR Series also provides all employees with secure access to pertinent HR information across an intranet for "self-service" payroll and benefits inquiries, and ensures that companies comply with government regulations.

Companies face significant financial penalties for not complying in a timely manner with federal, state and local government regulations. ACCPAC HR Series accurately tracks and reports on the status of individual employees, their

covered dependents and any changes in benefits that might be affected by regulations such as those contained in COBRA, FMLA, the EEO Act and other statutes in the United States. In addition, the software enables companies to quickly summarize and analyze employee data and make informed decisions to control insurance costs. For example, ACCPAC HR Series has a benefits remittance report that automatically reconciles insurance bills with internal data.

ACCPAC HR Series is available in two editions — Corporate and Enterprise. The Enterprise edition mirrors the Corporate edition, while offering added functionality, such as the use of file attachments, which enables HR managers to easily track files such as applications, resumes, enrollment forms, and performance reviews.

*For more information, Please call (323) 265-3000 Yuji Ioriya or Hendry Sondjaja*

(The article is cited from ACCPAC International Inc., press release website: [www.accpac.com](http://www.accpac.com))

At OpenAxis, we focus on the implementation of IT solutions for small- and medium-sized businesses.

We provide management and computer consulting services by identifying issues, implementing solutions, and managing all your IT needs.

**Comprehensive Solution:**

- Accounting Solution
- Operation Solution
- Manufacturing Solution
- Other Integrated Solution
- Customized Solution
- E-Commerce Solution

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## Business Tips: Financial Statement-More than what you think to deserve

How well do you understand the elements that make up your company's financial situation?

For many business owners, their financial concerns go no farther than making sure enough money comes in to pay the bills. But if you take a little more time with your financial reports, it can help you manage all aspects of your business -- more profitably!

Financial reports provide you with a snapshot of various aspects of the business' cash flow. For instance, daily, weekly or monthly cash flow reports can tell you how much cash is coming from operations and investments, as well as where cash is going. Understanding this simple concept of cash in/cash out can help you pinpoint ways to improve the overall cash flow.

Dips in sales or production usually result in dips in collections. By monitoring weekly production reports you will be better prepared to act on your short-term financial needs and avoid surprises.

Monthly trend analysis is an excellent way to monitor your company's overall financial health. By comparing this month's income statement to the same month last year, you can determine if your income and expenses are increasing or decreasing. Discuss large differences with your relevant staff.

Also take a good look each month at your accounts receivable aging report. Flag any account over 60 days old for follow-up; accounts over 90 days old need to agree to a payment schedule or be sent to a collection agency. Other monthly reports that can be revealing include detailed inventory reports and payroll reports.

In other words, don't wait until the annual financial statements are prepared -- keep up to date on your company's financial health by reviewing and *using* these reports to make management decisions!

## Office Tips:

### Useful Shortcut Keys in Word 2000

Do you find that using the keyboard is sometimes quicker than using your mouse? Shortcut keys can help you bypass menus and carry out commands directly. You can use shortcut keys in many ways with Word, from accessing commands and toolbar buttons to repeating your last action. Shortcut keys are sometimes listed next to the command name on Word menus. For example, on the **Edit** menu, the **Find** command lists the shortcut CTRL+F.

For a comprehensive list of shortcuts, press F1 to display the Assistant in Word 2000 or any of the other Office 2000 applications, and then type **shortcut keys** in the text box.

For more information, download A List of Useful Office 2000 Shortcut Keys at <http://officeupdate.microsoft.com/2000/downloadDetails/O2kkeys.htm>.



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