



## Infor ERP FACTS: System Management

**System Management allows distributors to customize business rules to improve processes and communication.**

The System Management programs provide tools for customizing Infor ERP FACTS business rules to accommodate your distribution business. The JobStream functionality provides an efficient and disciplined process for repetitive tasks while Office Automation tools improve internal communication.

### **Security System**

To ensure your sensitive data is only available to those who need to see it, Infor ERP FACTS employs a flexible set of security criteria:

- Users can be assigned a custom combination of security codes
- Each program can be assigned a security code and/or a password
- Security codes can be used for field-level and functional level control throughout the system
- Cost assigned a security code separately throughout the system

**User Tracking:** On a user-by-user basis, each program that a user employs is recorded and the time expended, which is especially useful if there is suspected unauthorized use.

**Custom Menus:** Each user can have a customized menu to eliminate time-consuming menu navigation, putting often-used programs at their fingertips.

**Jobstream:** For month-end or other regularly-scheduled repetitive tasks, JobStream saves time and personnel cost by allowing scheduled tasks to run automatically and unattended.

 **KEY REPORTS:**

User Tracking Report  
File Maintenance Report  
Jobstream Report  
Sales History

**Office Automation** improves overall internal communication and provides company scheduling and employee tracking functionality:

- Send messages to individual user or groups of users
- Track which employees are in, which are out, and when they are expected to return
- Use the Scheduler to keep track of appointments for all employees
- Use the Phone Directory to keep a centralized list of all business and personal contacts.

**Banking and Check System** provides control over banking functions that aren't updated automatically:

- Manually adjust bank account balances
- Reconcile checks for both AP and payroll
- Inquire about current and past bank activity

**System Management Inquiries** include a series of useful inquiries such as:

- Use the Summary Management Inquiry to learn the company's current aggregate outstanding sales orders and purchase orders, inventory on-hand, cash position, open receivables, and six month sales history
- User Tracking Inquiry allows you to see program use activity



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