



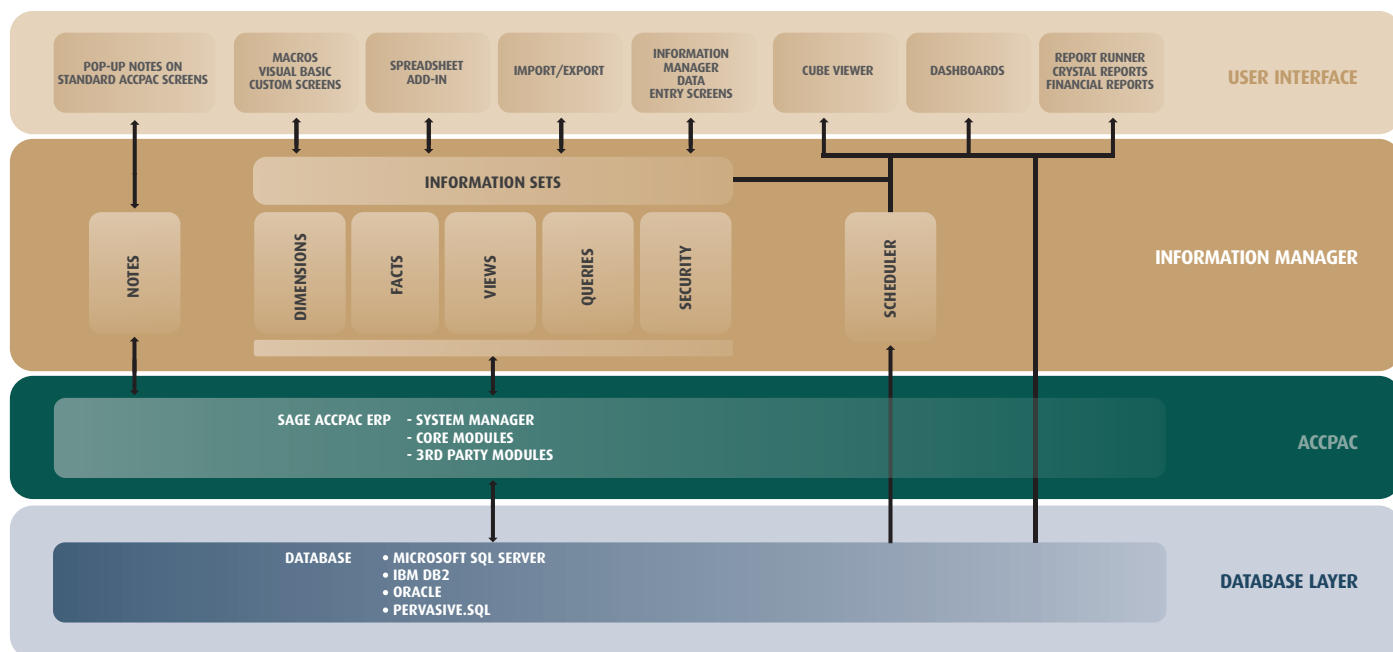


# Information Manager

## For Sage Accpac ERP



-  Focus on what is important to measure
-  Empower your people
-  Cater for your individual reporting needs
-  Enable technology to assist you



### What is Information Manager?

Information Manager gives you relevant information from Sage Accpac ERP when you need it, how you need it and where you need it. Information Manager provides this through a comprehensive suite of modules:

- Supplementary data: Create your own data structures to store information which is normally held outside of Accpac.
- Spreadsheet add-in: Dynamically link Spreadsheets to your Supplementary Data in Accpac, with Read and Write Back capabilities. Great for budgeting and forecasting!
- Info-Explorer: Analyze and "slice and dice" your Accpac data, identifying trends and drill down into the detail where you need to.
- Data Views: Turn Accpac's Optional Fields into columns to simplify and accelerate reporting.
- Notes: Context sensitive pop-up notes from any Accpac screen.
- Report Runner: Easy to use, security driven Crystal and General Ledger Financial Report Launcher.
- Scheduler: Schedule Cube and Report extracts to optimize system usage.

Information Manager opens the power of Business Intelligence for mid-market companies, without programming and complex customization. It allows you to create custom data structures within your Accpac database (Information Sets) and generate data cubes for multidimensional analysis.

Capture any number of budgets and forecasts for virtually any combination of Accpac data. Like all breakthroughs, it is simple and intuitive.

### True power at your disposal

Information Manager from Orchid Systems, will help reduce costs and improve productivity, it will make key business information available, resulting in better decision making and enhance the delegation of tasks, accountability and overall business performance monitoring.

Constantly refined for real-world applications, Information Manager will help to reduce reliance on key individuals and team members within your business, it will improve customer service and loyalty through better customer insight and provide the ability to gain visibility into key areas with early warning indicators highlighting areas requiring attention.

Information Manager allows you to enjoy robust, integrated and secure information and reporting systems supporting your business, leverage your existing investment in Accpac to gain real time visibility into business processes and assist in improving vital financial performance.

Utilising the full power of Information Manager will change the way you work and time spent on key tasks, allowing you more freedom, wouldn't that be of great value to you and your business...?





Information Manager will help you increase the performance of your business with powerful reporting and analysis tools that have been designed to optimise your reporting from Sage Accpac ERP.

It allows you to:

- Focus on what is important to measure.
- Empower your people.
- Cater for your individual reporting needs.
- Enable technology to assist you.

Information Manager helps address the following pains and issues experienced by many businesses today:

- Over-reliance on key personnel.
- Lack of accurate and timely key reporting information resulting in guesswork and poor decision making.
- Key operational data not collected or available for reporting.
- Disparate, conflicting "islands" of data.
- Time consuming and inefficient report preparation processes.
- Critical business information not secured and controlled.
- Over reliance on spreadsheets for reporting.
- Business and productivity monitored using intuition and not operational metrics and targeted financial outcomes.

## A powerful asset for your business

Information Manager will help you:

- Reduce costs and improve productivity.
- Make key business information available, resulting in better decision making.
- Enhance delegation of tasks, accountability and performance monitoring.
- Reduce reliance on key individuals and team members within your business.
- Improve customer service and loyalty through better customer insight.
- Gain visibility into risk positions and early warning indicators for risk exposures.
- Enjoy robust, integrated and secure information and reporting systems supporting your business.
- Leverage your existing investment in Accpac to gain real time visibility into business processes.
- Improve financial performance.

Information Manager consists of the following components:

- Supplementary data
- Spreadsheet Add-in
- Info-Explorer
- Data Views
- Notes
- Report Runner
- Scheduler

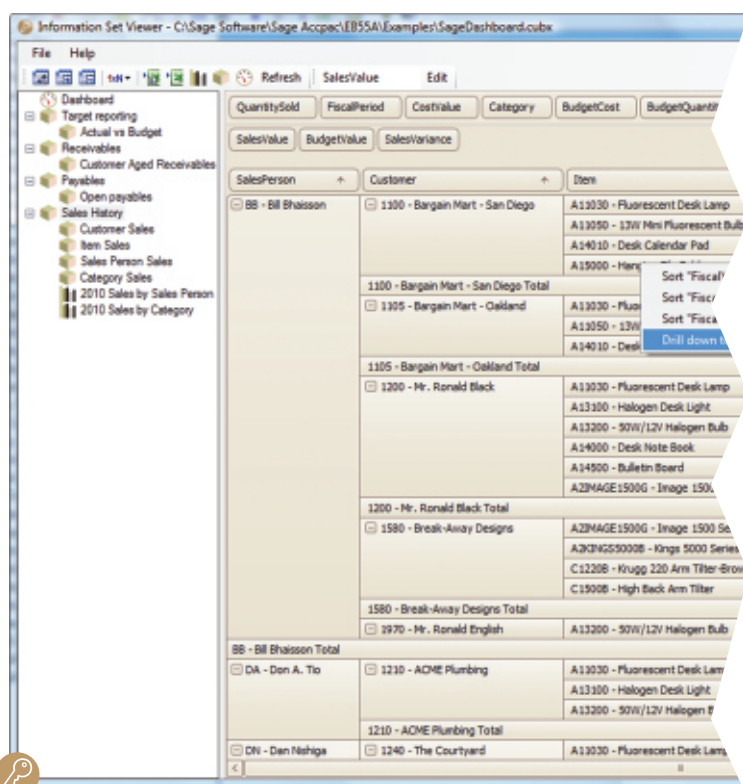
## Information Manager - Info-Explorer

Information Manager's Info-Explorer allows you to summarize, drill down into and "slice and dice" your Information Sets and Accpac data in real time, giving you a clear insight into your business operations helping you make the right decision, every time. Analyse your Accpac data using Info-Explorer for intuitive, multi dimensional, slice and dice and graphical reporting with drilldown in real time, on or off-line.

Powerful Business Intelligence without the usual price tag! This means that your Accpac data becomes meaningful information which can be analysed on the fly.

Key benefits and features:

- Turn your Accpac data into OLAP cubes, allowing you to "slice and dice" and analyse your data in real time.
- Create your own formulas for more in-depth analysis and KPI reporting.
- Create your own formatting styles to highlight results - for example "traffic light" reporting.
- Save multiple views per cube.
- Views can be exported to Excel and CSV.
- Work on or off-line.
- Drill down into Accpac screens (transactions and most master files).



## Information Manager - Report Runner

Quick deployment of reports in a secure and centralized repository.

Report Runner provides your reports in one easy to use, security driven report launcher. It provides users with smart selections – dates, periods, finders and check boxes. Report Runner allows users to save report selections for re-runs.

Key benefits and features:

- Easy access to multiple reports.
- Reports grouped logically by function or process with flexible parameters – finders, date pickers, check boxes and period pickers.
- Save report parameters to enable quick re-running of reports.
- Launch both Crystal Reports and Accpac General Ledger Financial Reporter reports.
- Quick deployment of reports in a secure and centralized repository.
- Create role specific report menus with pre-defined and tailored report parameters for more efficient reporting.
- Assign users role based access to the reports.
- Print, email and save Crystal Reports and Accpac General Ledger Financial Reports.
- Easy access to custom Crystal Reports and Financial Reports.

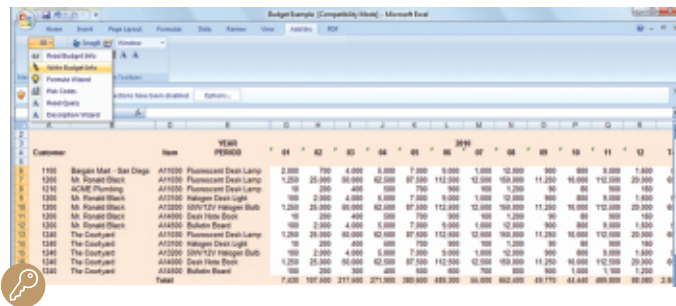
## Information Manager - Spreadsheet Add-In

With Information Manager's Microsoft Excel® Add-in, you can read standard Accpac data and Information Set data, manipulate it and write data back into your custom Information Sets.

As a budgeting tool it allows you to develop budget models within Microsoft Excel®, distribute spreadsheets for the collection of budget data and centrally update Accpac with the budgets at the click of a button whilst keeping a full history of budget revisions and changes with descriptive notes.

Key benefits and features:

- Use Microsoft Excel® for budget data collection, reporting and write back.
- Store an unlimited number of budgets.
- Embed Information Manager's Spreadsheet functions into Accpac's General Ledger Financial Reporter to include additional budget, forecast and subsidiary ledger information into your Financial Reports.
- Built in Wizard to fast track spreadsheet development.

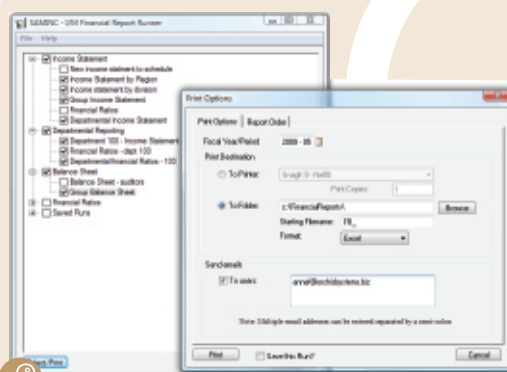
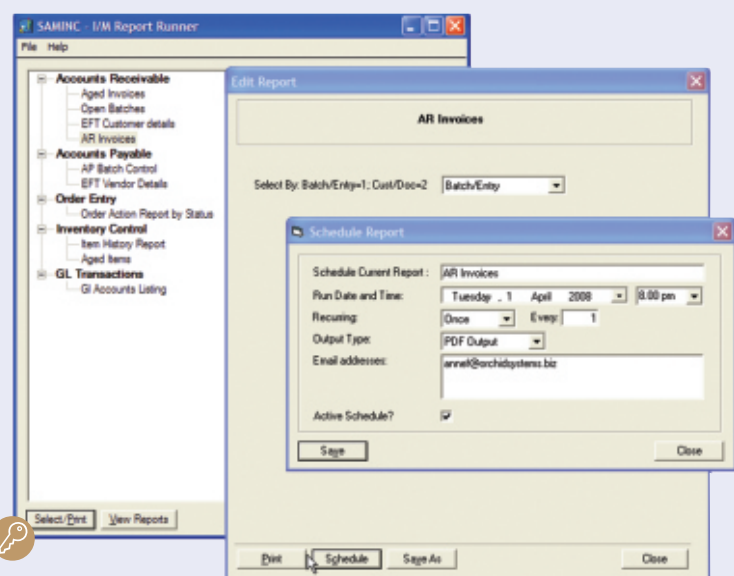
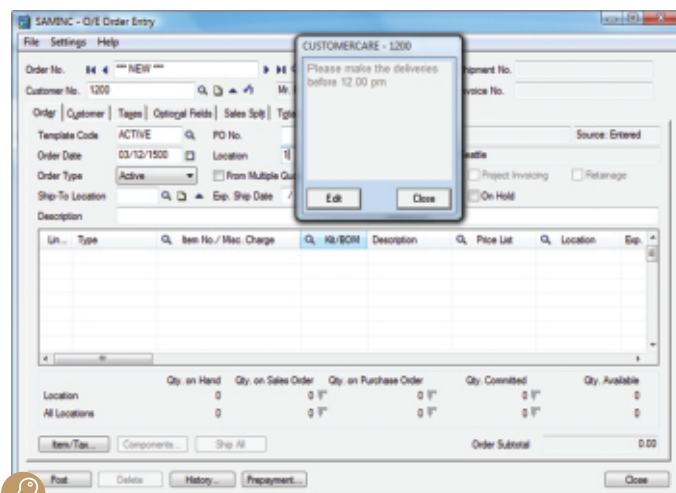
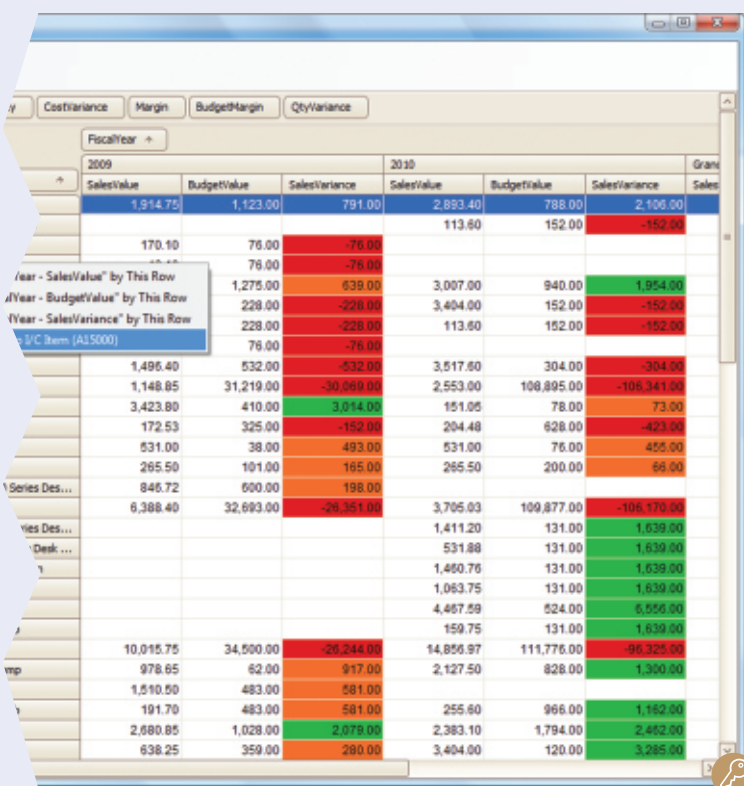


## Information Manager - Notes

Notes provides user definable context and data sensitive pop-up notes from any Accpac Screen (excluding grids), providing relevant information to Users when needed.

Key Benefits and Features:

- User definable note types to separate the various notes by function.
- Users are assigned to roles and different roles have different access to note types.
- On screen popup alerts provide users with relevant information when capturing standard Accpac data.
- User configurable alert types – flashing icon, coloured icon, popup alert.
- Data conversion utility from Zippy Notes is included.
- Developed in the Accpac SDK.
- Runs on all databases supported by Accpac.
- Accpac look and feel with standard Accpac security, customisation capabilities, import/export, data integrity checking and more!





## Information Manager - Supplementary Data

Information Manager provides affordable Business Intelligence for Sage Accpac ERP Users, without the need for programming, complex customization or Data Marts. It allows you to create custom data structures within your Accpac database (Information Sets) and generate data cubes for multidimensional analysis.

If you want to record extra information, analyse your ERP data or prepare forecasts or budgets, Information Manager opens your horizon, frees you from the limitations of your standard Accpac data. Report at the level you define with the combination of dimensions and facts you specify, using financial, non-financial and your own custom data.

With the freedom to create and use the data you need, Information Manager lets you create new fields (facts) and link them through to multiple Accpac master files (dimensions) and gives you the power to use this information in many ways. Manage KPI's, budgets, forecasts, actual results and non financial data at any level.

Enter Data directly into Accpac with Information Manager's data entry screens. One screen is designed for time sensitive information like budgets and forecasts and another screen is optimised for static master file input. Or create your own screen ... Information Manager is a good base to hold extra data so you can do all your Accpac customisation through VBA ... no need to take the plunge into Accpac View development with C++ to store data the Accpac way!

Information Manager gives you relevant information and flexible Business Intelligence without the complexity and associated expense traditionally associated with similar solutions.

### Key Benefits and Features:

- Extend Accpac to include your own "virtual tables" or Information Sets and fields.
- Use the user defined data structures to record and report on data not held in Accpac.
- Secure, multi-user and controlled access to critical custom data all held within Accpac.
- Create a foundation for KPI (Key Performance Indicator) reporting, budgeting, forecasting, storing non-financial data and more.
- Flexible Budget, Forecast and Information framework to match your reporting requirements.
- Centralized repository of budget, forecast and additional sundry data that can be backed up along with your standard Accpac data.
- Keep an audit trail of budget changes.
- Link documents to Accpac data.
- No need to maintain multiple databases or data marts containing information not found in Accpac.
- Each Information Set can be defined with up to 10 Accpac views (Dimensions).
- Define an unlimited number of fields per Information Set.
- A base to record extra data to facilitate Accpac customization through VBA.
- Full audit trail of budget revisions / changes with descriptive notes.
- Developed in the Accpac SDK.
- No redundancy or duplication of data.
- Runs on all databases supported by Accpac.
- Accpac look and feel with standard Accpac security, customisation capabilities, import/export, data integrity checking and more!

## Minimum Requirements

Information Manager version 5.6 requires Sage Accpac ERP version 5.6 System Manager.  
IM Supplementary Data requires Sage Accpac ERP Transactional Optional Fields v5.6.



## Information Manager - Scheduler

Process Scheduler (Level I) allows you to schedule Crystal Reports and Data Cubes at times when the system is not being heavily utilised.

### Key Benefits and Features:

- Schedule Report Runner Crystal Reports and Cube refreshes at suitable intervals.
- Process Scheduler only logs into Accpac when reports are being run or cubes are being refreshed, minimising potential clashes with backup routines and optimising license counts.
- Information can be extracted and packaged overnight for off-line analysis during the day, ensuring live production systems are not impacted.

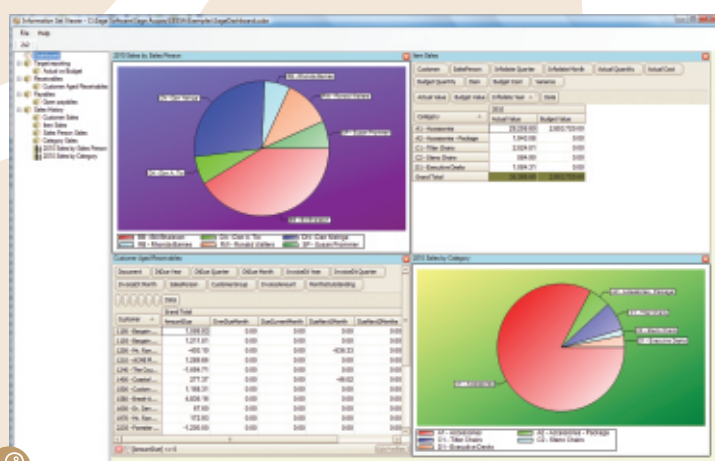
## Information Manager - Data Views

Simplify reporting with your favourite Report Writer, including Crystal Reports®. Reporting off Accpac's Optional Tables becomes a breeze. Optional Fields become columns so there is no need for Crystal Sub-Reports or outer joins for each additional optional field.

Store custom SQL Views within Accpac with the knowledge that they will not be lost when using Accpac's Dump and Load utilities.

### Key Benefits and Features:

- Simplify Crystal Reporting on Accpac's Optional Fields.
- Optional fields become columns, so there is no need for Crystal sub reports.
- Speed up reporting on Optional Fields.
- Store custom data views which can be dumped and loaded using Accpac's standard Dump and Load utilities.



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