



JAMIS System Administrator Services

JAMIS is pleased to offer trusted subject matter experts with the skill sets you need to provide a full arsenal of on-demand services

Your JAMIS System Administrator is the person responsible for keeping your JAMIS Prime system current and running smoothly. Without this critical function, your system can quickly get out of date and interrupt the timely processing of approvals. For organizations who have struggled with the System Administrator function, or who have lost experienced staff, or who are unable to adequately perform System Administrator tasks due to organizational expansion or restructuring, JAMIS can supplement your team by providing an experienced System Administrator resource to perform these tasks as required, either on a short or long-term basis.

How does it work?

The System Administrator keeps your JAMIS system up and running properly by managing many of the non-accounting functions which most commonly include the eight following areas:

1. User Rights & Management

Task	Description
User Administration	Adding and terminating new users, resetting passwords, managing SSO.
User Roles & Types	Managing individual user rights to access specific modules, screens, forms, functions, and reports.
Restriction Groups	Maintaining user access to viewing or modifying specific data in the system.

2. Organizational Management

Task	Description
Organizational Breakdown Structure	Manage and maintain your organization’s Organizational Breakdown Structure, which governs which cost pools specific departmental costs are allocated to. In addition, it allows organizations to set up new business units or organizational entities.

3. System Management

Task	Description
Company Tree	Managing the hierarchy of your Workgroups for workflow.
Workgroups	Manage and maintain groups of people to specific Opportunities in CRM and Purchasing for workflow purposes.
Approval Maps	Manage the approval hierarchy and rules.
Email Notifications and Business Events	Managing and maintaining the types and content of email and business event notifications, as well as email templates.



4. System Management

Task	Description
Test Environments	Manage and maintain your Test environments on a separate URL from your production system.
Product Update Deployment	JAMIS typically publishes minor product updates about every three months. The System Administrator normally publishes the update to the Test environment for testing prior to production use.
New Release Deployment	JAMIS typically publishes new version releases about one per year. The System Administrator normally publishes the new release to the Test environment for testing prior to production use.
Database Refreshes	Create, update, and refresh test databases in your production environment.
Expense Templates	Managing and creating new Expense Report templates which govern how employee expenses are processed.

5. Data Imports and Management

Task	Description
Import Scenario Management	Manage and maintain data imports from 3rd-party systems, typically including HR, Payroll, Banks, Credit Cards, Salesforce, GovWin, etc.
Per Diem Rates	The US Government publishes updates to the CONUS and OCONUS per diem rate tables governing allowable meals and lodging. These updates must be imported into your system on a periodic basis to maintain accuracy.
Currency Rates	For clients who have implemented multi-currency accounting, importing currency rate tables are recommended to properly reflect the currency transaction rate for a given time period.

6. Schedule Management

Task	Description
Timesheet Schedules	Managing, maintaining, and adding new Timesheet Schedules that govern the start and end dates of each timesheet period.
Holiday Schedules	Managing, maintaining, and adding new Holiday schedules for your organization.



7. Personalization Management

Task	Description
Attributes & User-Defined Fields	Managing, maintaining, and adding new custom Attributes based on your organization's requirements.
Site Map	Manage and update the company site map
Customization Publishing	Publish and manage product customizations

8. Technical Maintenance

Task	Description
Logos	Provide maintenance and updates to company logos for invoices and reports.
Wiki Management	Manage and update company pages, articles, and wiki files.
Mobile Device Support & Management	Provide mobile device configuration, management, and troubleshooting for new and existing users.

Get Started

To discuss your requirements with JAMIS, please send a brief description of your System Administrator needs to services@jamis.com and a JAMIS Professional Services team member will be in touch to explore options.

About JAMIS Software Corporation

JAMIS Software Corporation is a leading provider of ERP software solutions designed specifically for government contractors and other project-focused organizations. JAMIS delivers comprehensive, intuitive, innovative and cost-effective solutions for the most respected names in government contracting. Companies large and small rely on JAMIS to provide detailed visibility into all of their projects, as well as provide the foundation for DCAA and other regulatory compliance. JAMIS helps companies connect with customers, partners, and employees in entirely new ways to foster new levels of collaboration and drive profitability and growth.

