# Implementing & Managing ERP Systems in the Workplace

## Part 1: Office Roleplay Dialogue

**Scenario:** An IT Technician, Rina, is assisting her colleague, Jun, with the implementation and management of the company's new ERP system.

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**Jun:** Hey Rina, I heard we're rolling out a new **ERP (Enterprise Resource Planning)** system soon. What exactly does it do?

**Rina:** An **ERP** system integrates different business processes—like finance, HR, and supply chain—into a single system, making operations more efficient.

**Jun:** Got it. I also saw that we'll be using **SAP (Systems, Applications, and Products)**. Is that a type of ERP?

**Rina:** Yes, **SAP** is one of the most widely used **ERP** systems. It's highly customizable and supports many business functions.

**Jun:** Speaking of customization, do we need to modify the system a lot?

**Rina:** Not necessarily. There's a difference between **customization and configuration**. **Configuration** means adjusting system settings without changing the core code, while **customization** involves modifying the software to add new features. Configuration is preferred because it's easier to maintain.

**Jun:** That makes sense. What about security? How do we manage user access?

**Rina:** We'll define **user roles and permissions** so that employees can only access the functions relevant to their jobs. For example, HR staff can manage payroll, but they won't have access to inventory data.

**Jun:** That's a good security measure. I also heard that moving data to the new system might be tricky.

**Rina:** Yes, **data migration** is a critical step. We need to transfer existing data from our old system while ensuring accuracy and minimizing downtime.

**Jun:** It sounds like a big task, but once it's done, our processes will be much more efficient.

**Rina:** Exactly! A well-implemented **ERP** system can save time and reduce errors. Let's make sure everything is set up properly.

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**Part 2: Comprehension Questions**

**1. What is the main function of an ERP system?**
(A) To provide internet access for employees
(B) To manage business processes by integrating different departments ✅
(C) To monitor daily employee attendance
(D) To block unauthorized websites

**2. What is the difference between customization and configuration?**
(A) Configuration is more complex than customization
(B) Customization only applies to cloud-based ERP systems
(C) Configuration is not allowed in ERP systems

(D) Customization modifies the software code, while configuration adjusts system settings ✅

**3. How do user roles and permissions improve security?**

(A) By limiting access to system functions based on job roles ✅
(B) By increasing internet speed
(C) By allowing employees to edit any part of the ERP system
(D) By automatically resetting employee passwords every month

**4. What is the purpose of data migration?**

(A) To delete old files permanently
(B) To increase server storage space
(C) To transfer existing business data to the new ERP system ✅
(D) To install antivirus software on company computers

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**Part 3: Key Vocabulary Definitions in Japanese**

1. **ERP (Enterprise Resource Planning) (企業資源計画システム)** – 企業の財務、人事、在庫管理などを統合し、効率化するシステム。

2. **SAP (Systems, Applications, and Products)(SAP：システム・アプリケーション・製品)** – 世界的に広く使用されている ERP ソフトウェアの一つ。

3. **Customization vs. Configuration (カスタマイズ vs. コンフィグレーション)** – カスタマイズはソフトウェアのコードを変更すること、コンフィグレーションは設定を調整すること。

4. **User Roles & Permissions (ユーザーの役割と権限設定)** – 各従業員が必要な機能のみにアクセスできるようにするセキュリティ対策。

5. **Data Migration (データ移行)** – 旧システムから新しい ERP システムへデータを安全に転送するプロセス。

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**Part 4: Questions & Correct Answers**

1. **What is the main function of an ERP system?**
   ✅ (B) To manage business processes by integrating different departments

2. **What is the difference between customization and configuration?**
   ✅ (D) Customization modifies the software code, while configuration adjusts system settings

3. **How do user roles and permissions improve security?**
   ✅ (A) By limiting access to system functions based on job roles

4. **What is the purpose of data migration?**
   ✅ (C) To transfer existing business data to the new ERP system