

## MIS

### MANAGEMENT INFORMATION SYSTEM -

MIS is defined as an integrated system of man and machine for providing the information to support operations, the management, and decision making function in the organization.

#### Utility -

MIS assists managers in planning, organizing, staffing, directing and controlling operations of an organization.

- ✓ Planning
- ✓ Control
- ✓ Operations



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#### Features of MIS -

- ✓ Capable of handling voluminous data.
- ✓ Multi dimensional analysis can be done
- ✓ Quick search and retrieval of system.

#### Planning and control activities:

	<b>Strategic Planning</b>	<b>Management Control</b>	<b>Operational Control</b>
<b>Production</b>	Location of a new factory	Determine product mix	Scheduling specific jobs

<b>Marketing</b>	Entering new markets	Media planning	Sales planning
<b>Finance</b>	Raising capital	Determine credit level	Determine action
<b>Personal</b>	Changes in organization structure	Determine promotions and transfers	Determine for preparing duty roster

### **Determinants of MIS -**

According to Prof. Zani:

- ✓ Opportunity and risks
- ✓ Company strategy
- ✓ Company structure
- ✓ Management and decision making process
- ✓ Available technology
- ✓ Available information

### **Advantages -**

- ✓ Saves time
- ✓ Increases managerial efficiency
- ✓ Technical assistance
- ✓ Decision making is easier
- ✓ Accuracy

### **Dis-advantages -**

- ✓ Expensive.
- ✓ Requirement of experience EDP manager and staffs.

### **Reports generated-**

- ✓ Audit report.
- ✓ Sales report department wise.
- ✓ Consolidated revenue analysis.
- ✓ Multiple reports.
- ✓ Stores, receiving, HR, Accounts, security, and all the major department can maintain reports and records through this system.
- ✓ Preparation of budget on the basis of initial data retrieved from the system.
- ✓ Consumption report.
- ✓ Cashiers summary.
- ✓ Void /cancellation report.
- ✓ Cover analysis.
- ✓ Popularity by menu item.
- ✓ Settlement report.
- ✓ In-house guest directory.
- ✓ Spoilage report and etc.

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