Requirements for an effective MIS:-

1) Qualified management personnel:

He is a person solely responsible for the functioning of the system, he has to be well qualified in terms of communication, management and operational skills, as well as technical specs.

2) Database:

It's a reposit of the company's data which is organized in an accessible way thus avoiding redundancy. It is user oriented and acts as a common data source to avoid data duplication, it is user friendly and is managed and controlled by the data base admin.

3) Control:-

At certain scenarios the user develops certain shortcut methods for his ease which reduces the effectiveness of the system to what it is designed for and in order to curb such shortcuts management has to monitor or control such activities.

4) Evaluation:

In order to meet the effective needs of the required info, evaluation of MIS has to be carried on

By examining the flexibility of the required info, certaining the user views in terms of the capabilities and deficiencies of the system. By guiding the concerned authority with to maintain the systems effectiveness.

Benefits of Computers in MIS:-

1) Increases the retrival and processing speed of the system,
2) Expansion of information usage,
3) Widened system analysis,
4) Increased operative and system design,
5) Integration of different subsystems,
6) Increase in the effectiveness of Info systems,
7) Provision of Comprehensive Information.

{SAP}

Sap Features:

1) Its an ERP business suite,
2) Its built into various functional modules an sub modules to exchange information,
3) It provides end to end solutions for financial, distribution etc, needs,
4) It delivers enhanced capabilities for finance, sales, HRM etc…,
5) It is customizable,
6) Its fast and cost-effective and helps in quickly finishing the work,
7) It helps the user to adapt to the quick change in the industrial standards,
8) It allows better SRM,
9) Supports traditional Business Processes too,

10) It optimizes the processes by defining the variants of the processes.

SAP Enviornment:-

It is divided into three sections:

1) Development,
2) Testing or quality assurance,
3) Production.

1) Development:- At this stage, majority of the implementation works takes place, for the functionality of this stage it requires three clients namely transports configuration, sandbox and development test.
2) Testing or quality assurance:- Before moving the product to the processing environment a final test is conducted for its quality assurance, where the quality and productivity of the product is checked and managed.
3) Production:- The product is processed in consideration with the production modules and clients, where the processing of the product is carried on the basis of the regulations and standards of the clients.

SAP Financial Accounting Module:- (15 Marks)

This is the core module of SAP which is designed to report business transactions and comply them into external business reports based on user requirements with the following sub-modules:

1) General Ledger,
2) Accounts Payable,
3) Accounts Receivable,
4) Bank Accounting,
5) Asset Accounting,
6) Fund Management,
7) Travel Management,
8) Special Purpose.

I)   General Ledger:- It records the business transactions and picturises the entire financial state of an entity, the transactions are recorded in an fully integrated system software with all other operative areas, thus ensuring the completeness and accuracy of the accounting data, in terms of its own criterians such as General Ledger Accounting, Balance Interest Calculation and Sample Accounts wherin the above criterians are also called as configurations.

II)   Accounts Payable:- This submodule maintains the records of the debts to be paidoff within the stipulated time slot in order to avoid default, the entry of transactions under this

module is found on the balance sheet under the head "Current Liabilities", This S-M is often reffered as 'Payables' and are considered under the TPS of the MIS and fall under the Expenditure cycle of the TPS and is related to the acquisition of the goods and other services related to obligations. It records and manages the accounting data of all vendors which are in close association with the Material Management module, it eases the management of the payables by using automatic cash disbursement and maximizing cash discounts with the following configurations such as accounts payable basic and automatic payment program.

III) Accounts Receivable:- This S-M records and manages the data of all customers. It is the money owned by the customers in exchange of goods and services delivered, but not yet paid for, they always operate on the credit lines thus standing due in the related time period, they are considered under the TPS and fall under the criteria of Revenue Cycle, which is always related to the distribution of goods and services to other entities in relation to payment collection, with the following configuration such as Basic, Dunning and Provision for Bad Debts.

IV) Bank Accounting:- This S-M includes management of Bank Master Data, creation and processing of incoming and outgoing payments. It helps in configuring geographical related specs for managing manual and electronic payments procedures and always stays in integration with other relevant modules.

V) Asset Accounting:- It manages and supervises fixed assets, it's a subsidiary for the General Ledger thus interacting with the other sub-modules.

VI) Funds Management:- It is used for budgeting all the revenues and expenditures responsible for individual areas, thus monitoring the future funds in lieu of the available budget and preventing budget overruns.

VII) Travel Management:- it handles all the processes related to trips with integrated functions such as settlement and other payment processes. It covers the request of planning and booking of all the trips.

VIII) Special Purpose:- This is a special ledger which helps the user in defining or customizing the ledgers as per user requirement and always stand associated with various account assignment objects.