**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

**Features of MIS -**

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

**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.