

# Business computerization 3397

[Technology](#), [Computer](#)



The word ubiquitous means ever present or occurring everywhere. This term could

be used to describe the use of the computer in the business. The business world's benefit alone is enough to make a head spin. Every time a person goes

to the grocery store, the bank, the local ATM, or even the neighborhood gym the

benefit by the use of computers in modern society is unforeseen by most civilians. Many fields in business depend on the convenience, speed, accuracy,

and reliability that computers have become known for. However all companies

small and large benefit from the use of computers. First a company must research

the impact computers will have on keeping track of their accounts. Then they

must choose the correct hardware and software to best suit their particular needs, while at the same time making themselves familiar with the new

enhancements that increase productivity. Finally, the company must allow time

for installation and training. When evaluating the need for a computerized system in a company one will also need to forecast the future demands of the company. After all to survive in the business world one must anticipate the future and not react to the past. How does one know when it is time to make the critical transition? It is when management finds itself unable to keep track of its business? Which products are profitable? Which are not? Which customers pay on time? Which are delinquent? Having easy access to this data is essential to running a healthy and competitive business. When the company has grown enough that management no longer has access to the data used to make informed decisions, then it is time to switch to a computerized data management system.

These computerized data management systems are often called information systems.

The company now has two choices. It can either hire a professional consulting

firm to help select and install the computer system, or venture out on its own to make these important decisions. Adequate planning is the most important step

in assuring the successful use of computer technology. Most companies would be

better off seeking the aid of a consulting firm. They are better informed on the

different types of hardware and software that would best suit the computing needs. An outside firm is a better choice because they are less likely to make a

costly mistake when choosing the new system. Another benefit to using a consulting firm would be their help in setting-up the procedures for using the

new computer system and the necessary training to implement those procedures.

Once the company has decided that they will benefit from computer enhancements

it is then a matter of choosing which software and hardware that would be most

useful. Software is just another name for the programming that computers run on.

It is the language that tells computers what to do. When choosing software it is

important to, make sure to select the right number and combination of software

“ modules” to meet a company’s needs. The objective is to come up with an integrated system by selecting the modules important to the company. Here is an

example of an integrated system. Say your employee sends a bill to customer.

With manual systems one would have to post it three times to the sales journal,

to a customer receivable account and to the general ledger. But with an integrated computer system one entry and the data will be posted automatically

to all the appropriate files. There is an alternative to buying packaged

software. A Company can have a custom program written. Custom programs are very

expensive. Costing, up to \$25, 000 more, depending on the number of modules one

will buy. They are generally uneconomical and unnecessary. In most cases people

are able to purchase pre-packaged software at a fraction of the cost of custom

software. The software will then be able to handle up to 80% of the needs.

Price

is not the only consideration. Before one buys, find out what comes in a

software package. Read the manuals and determine if the features satisfy

everything that the company requires. A good word to describe computers is ever

changing. One should always be on the lookout for new computer technology to

help the company. Very often the company can increase productivity with just a

few enhancements. For example, multilingual programs have grown important over

the years. As trade barriers in the world crumble and new opportunities continue

to grow. Mid-sized and even small businesses expand their market beyond U. S.

boarders; they are then faced with using multilingual computer systems. The basic tools that do these jobs constitute a unique class of software especially designed for the international arena. Technology does not have to be new in order to be useful. The need for it is what is important to the company. So do not over look anything when searching for new tools. The next step is selecting

the appropriate hardware to handle the computing needs. Hardware comprises all

the physical items that allow a computer to run programs, such as a printer, a

monitor, a mouse, a keyboard, and a modem among other things. The memory where

information is stored on a computer is also considered hardware. When choosing

the proper hardware one should not base all the decisions on price alone.

Compare several vendors, selecting the one with the best combination of service,

training, and warranties. The company will start to rely on the computers, so make certain that it can get serviced. Try and look for a vendor with a strong service outlet near the company. Also steer clear of systems that have just entered the market, considering the high mortality rate in the computer industry. The company may not be around when it comes time to get service. There

are many things to consider when purchasing hardware as well as software, so be

sure to give proper consideration to using a consulting firm. They could end-up

saving money. When the company finally makes the decision to computerize and has

selected the suitable hardware and software. The company must then allow an

appropriate amount of time to install the system and also train their employees.

The new system may take several months before it is thoroughly up and running,

so be patient. When training employees, they can sometimes be hesitant toward



computerization. So extend assurances that the computer is a tool to help them,

not to replace them. The rule of thumb, as with anything, is to be patient.

This

whole process of computerizing may at first leave a person totally confused.

One

must remember that being confused is only a part of success. Make sure it is

time to change from a manual system. These new changes may only confuse people

with a new system. Second, make informed choices when choosing hardware and

software. Perhaps a consulting firm would be the smart way to go. Also remember

to keep track of new technology, it will make a company more productive.

Finally, allow plenty time for installing and training. Taking time may help

prevent costly delays. The most important thing to remember is taking time and

making informed decisions.