

WHAT ARE THE TYPES OF MANAGEMENT INFORMATION SYSTEM REPORTS?

There are different types of reports that come under management information system. You can easily generate these MIS reports in Excel and Tally. Some of them are :

Sales MIS Reports



Sales MIS report is created and managed by the sales and marketing departments for transactional analysis of various products and services.



MIS Reports in Accounts

These reports in accounts provide details regarding assets, liabilities, expenditures, and income. Developed by manufacturing, marketing, sales, etc.

BUDGET REPORTS



In any business, creating a budget report is necessary to manage allotted finances and to minimize expenses. Some common budget reports that can be generated include production budget, expense budget, cash budget, etc.



PRODUCTION REPORTS

The manufacturing department is responsible for the creation of production reports which include the comparison of set production targets and the final production count.

Cashflow Statement Report

With this Management Information System report, the business operations department can analyse the inflow and outflow of cash, to check the overall transactions at a certain period.

Funds Statement Report

Funds Statement Report is processed by the accounting and finance team to keep a track of the fund sources. It is also created to check where the funds have been utilised.

Profit Report



Profit reports are created by the accounts department to check the difference between actual and estimated profit (or loss) at a certain time span.



Abnormal Losses Reports

Coming under the umbrella of the manufacturing department, the report on abnormal losses can help businesses reduce expenditure.

Income Statement Report



Reports for income, taxes, ledgers, and balance sheets are crucial for assessing the financial data of shareholders and investors.



Costing Reports

Cost reports are one of the most important aspects of MIS. Whether it is a small business or an enterprise, overall costs incurred by different departments are analysed to see if they can be reduced.

HR MIS REPORTS



It helps in analysing the performance of employees at a certain time. It calculates the total amount of tasks, assignments, or projects completed by different employees in that duration.



INVENTORY REPORTS

MIS provides inventory reports to which raw material is in surplus and which ones need to be replenished. It also helps in keeping the daily, weekly, monthly, and quarterly production and stock statements.

Statistical Publications

Statistical publications and information are required for decision making and plan to make. This kind of MIS system report is important for analyzing the data and developing accurate reports.

Orders in Hand Report

Funds Statement Report is processed by the accounting and finance team to keep a track of the fund sources. It is also created to check where the funds have been utilised.

Machine Utilisation Report



This MIS system report enumerates the number of hours for which a machine was utilized and the amount of time it stayed idle. It is often prepared in manufacturing divisions by the superior in charge.



Summary Reports

summary reports aggregate all information and present the data to showcase a clear picture of finances. Some good examples include reports on the value of all new purchases made and detailed insights of sales.

Trend Reports



Trend reports help compare past performance with present performance. Such reports indicate how a business unit or product category is performing.



Exception Reports

Exception reports make it clear where exactly things went wrong and why the performance couldn't be up to the mark. One good example could be assessing why a particular year's expenses are higher than the stipulated budget.

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Xiaolong Qi



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Table of Contents Information Is Needed Before This Report

1. Understanding the eBook Information Is Needed Before This Report
 - The Rise of Digital Reading Information Is Needed Before This Report
 - Advantages of eBooks Over Traditional Books
2. Identifying Information Is Needed Before This Report
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Information Is Needed Before This Report
 - User-Friendly Interface
4. Exploring eBook Recommendations from Information Is Needed Before This Report
 - Personalized Recommendations
 - Information Is Needed Before This Report User Reviews and Ratings
 - Information Is Needed Before This Report and Bestseller Lists
5. Accessing Information Is Needed Before This Report Free and Paid eBooks
 - Information Is Needed Before This Report Public Domain eBooks
 - Information Is Needed Before This Report eBook Subscription Services
 - Information Is Needed Before This Report Budget-Friendly Options

6. Navigating Information Is Needed Before This Report eBook Formats
 - ePub, PDF, MOBI, and More
 - Information Is Needed Before This Report Compatibility with Devices
 - Information Is Needed Before This Report Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Information Is Needed Before This Report
 - Highlighting and Note-Taking Information Is Needed Before This Report
 - Interactive Elements Information Is Needed Before This Report
8. Staying Engaged with Information Is Needed Before This Report
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Information Is Needed Before This Report
9. Balancing eBooks and Physical Books Information Is Needed Before This Report
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Information Is Needed Before This Report
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Information Is Needed Before This Report
 - Setting Reading Goals Information Is Needed Before This Report
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Information Is Needed Before This Report
 - Fact-Checking eBook Content of Information Is Needed Before This Report
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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