

CHAPTER TWO OVERVIEW OF THE BUSINESS PROCESSES

Learning objectives:

After studying this chapter, you should be able to:

- Explain the basic activities companies engage in, the types of decisions they must make, and the types of information they need to make those decisions.
- Identify the major internal and external parties that AIS interacts with and the type of information it provides each user.
- Describe the major transaction cycles present in most companies.
- Describe the four major steps in the data processing cycle and the major activities in each.
- Describe the documents and procedures used in AIS to collect and process transaction data.
- Describe the ways information is stored in computer-based information systems.
- Discuss the types of information that an AIS can provide.

Information Needs and Business Processes (Activities)

Businesses engage in a variety of processes (activities), including:

- Acquiring capital
- Buying buildings and equipment
- Hiring and training employees
- Purchasing inventory
- Doing advertising and marketing
- Selling goods or services
- Collecting payment from customers
- Paying employees
- Paying taxes
- Paying vendors

The Business

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