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COURSE CODE: ACC 101-BASIC ACCOUNTING -1

COURSE: AGRIC. MARKETING AND COOPERATIVES

DEPARTMENT: AGRIBUSINESS

LEVEL: 300

**DIFFERENT BETWEEN MANUAL ACCOUNTING SYSTEM AND COMPUTERIZED
ACCOUNTING SYSTEM**

ACCOUNTING: is an intrinsic part of any business, large or small owners and other interested parties want to know whether they are making a profit or not, many some businesses do their accounting manual and they happy with this setup, others may be considering using a computerize system, since accounting software is so affordable those days. Manual and computerized system perform basically the same processes. The accounting principle and concept are the same with differences lying in the mechanic of the process.

1. **SPEED:** the main differences between manual and computerized system is speed. Accounting software processes data and create report, much faster than manual system. Calculation are done automatically software programs,

minimizing errors and increasing efficiency. Once data is input, you can create report literally by pressing a button in a computer.

2. **COST:** manual and computerize is cost. Manual accounting with paper and pencil is more cheaper than a computerize system, which require a machine and a software. Expenses can add up fast with cost for printers, paper ink, and other supplies
3. **BACKUP:** manual and computerize system is the ease of backup of a computerized system. All transaction can be saved and backup, incase of fire or other mishap. You can do this with paper records, unless you make copies of all pages-----a long and in efficient process