

**EVALUATING THE BENEFITS AND PROBLEMS OF
TRANSITIONING FROM MANUAL TO COMPUTERIZED
ACCOUNTING SYSTEMS**

A Study of Mazed International Pvt. Ltd.

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Internship/Project Report Approval Form

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Part: A

Chapter 1: Internship Preparation

1.1 Motivation for the Internship

Motivation: An internship is an opportunity to get that experience. It offers a creative chance to establish the career in selected field. It helps trainees in understanding the operations of real-world and how their coursework contributes to it, respectively. Since I was majoring in accounting, the primary reason that drove me into an internship for accounting is that my educational background and career aspiration were well suited for this sector of accounting. This objective was to get real-world experience while report writing, audit and tax which were very basic of accounting professional as a whole. Other areas I personally wanted to get better at were financial analysis, bookkeeping and reporting techniques even more how accounting is managed in real company settings. While I was doing my internship, the theoretical knowledge picked from my academic studies begun to turn into insights as I got exposed and dig deep into how an organization financial system full functions. In addition, I wanted to create a network of connections within the industry that would assist me in climbing up the corporate ranks later.

Learning Goals: I wanted to get away from the theory and learn about real-world accounting, better my technical financial analysis skills and understand how account fits into a company business plan.

1.2 Internship Search Process

Application Process: The first step to gaining this internship was to search for various organizations that match with my career interests. I made several applications and targeted companies with considerable accounting departments and that offer in-depth training to their interns. At last, I managed to get an internship as an accounting intern at Mazed International Pvt. Ltd., a reputed company. I applied for the internship through the job portal of Mazed International. As part of the application, I was required to provide academic transcripts, a cover letter, and a CV. In addition, completion of several online tests was mandatory to determine my accounting knowledge and problem solving skills.

Selection: I received an invitation for an interview after successfully completing the tests. During the interview, I was asked scenario-based questions to assess my ability to handle real-world challenges in the workplace, along with technical questions related to accounting concepts. Afterward, I received an offer for the accounting intern position.

Reasons for Choosing This Organization: I chose this company for a number of reasons, including its superior industry reputation, commitment to employee development, extensive range of accounting services offered, and intensive internship program. I should mention that their training program has been really beneficial in helping me network with experts and gain real-world experience. Graduates about to be in the field can apply to Mazed International Pvt. Ltd. for internship programs designed to help students get ready for real-world issues.

1.3 Internship Interview Experience

The interview process was informative and demanding at the same time. It was done in two steps: first, I had an in-person interview with a recruiter, during which I was questioned about my educational background, my reasons for choosing accounting as my subject of study, and my future professional goals. During the second phase, which also involved an in-person interview with the accounting team, I had to prove my financial statement knowledge and solve a number of accounting questions. I was better equipped to handle the tasks of the internship and gained insight into the expectations of accounting professionals thanks to this experience. I was also questioned about my professional objectives and how this internship would help me to realize them. I am glad I decided to pursue a career in accounting because the experience was a terrific learning opportunity.

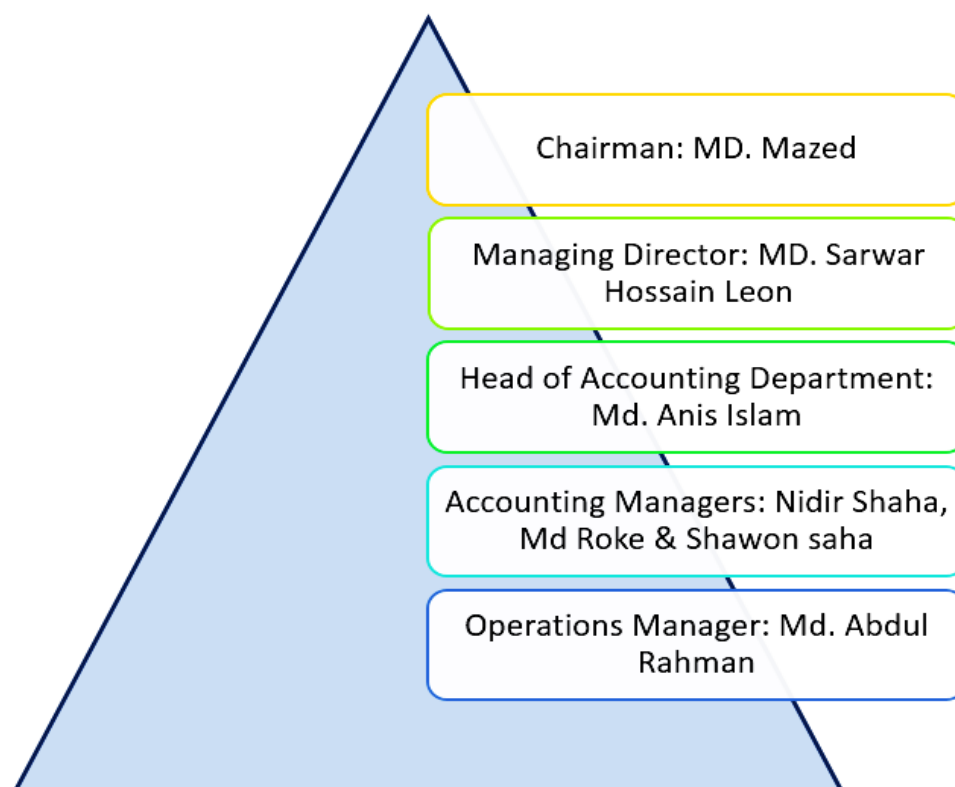
1.4 Information about the Organization

Overview of the Internship Organization: Mazed International Pvt. Ltd. is a private limited company that is located in Dhaka, Bangladesh. This company is a medium-sized organization that was formed in 2022 and before that, it was a sole proprietorship business for 20 years. This company basically imports agricultural goods like garlic, ginger, red chilies, turmeric, and

onions. Along with that, they are also commission agents. Currently, this company relies on a manual accounting system to manage its finances and transactions.

Core Products: Basically, China, India, Vietnam, Myanmar, and Thailand are the countries from which this organization imports. Vietnam ginger, Indian red chilies and turmeric, Chinese garlic, and ginger, etc. are some of their core products.

Core Management Structure: The core management structure of Mazed International Pvt. Ltd. is given below.



Chapter 2: About the Internship

2.1 Description of My Position and Office

Position: The role I had during my internship at Mazed International Pvt. Ltd. was an Accounting Intern in the Accounting Department.

Job Duties: With respect to me, I have been interacting differently on many fronts with the accounting team in relation to many activities, which included preparing financial reports, reconciling bank accounts, processing invoices and such. I was expected to maintain comprehensive records of all financial transactions and ensure adherence to the organization's policies and applicable laws. Also, among my daily responsibilities were inputting data into computers, organising financial documents and assisting in month-end closure activities. Further, it was my duty to keep in touch with other sections of the company.

Work Environment: Organizational culture is considered an essential component of every organization because of its capacity to foster unity among its members. Mazed International's culture and principles have worked in their favor as a source of competitive advantage, playing a big role in building the bond between the bank and its employees and, by extension, between those employees and their clients. Due to its values and culture, they also urge clients and staff to join and remain with them. Additionally, Mazed International Pvt. Ltd. has been able to increase organizational performance through improving the performance of individual contributors and identifying talent to either occupy higher-level positions within the company or place them in the best position possible to maximize their potential. Their culture promotes focusing on a single goal, which fosters friendly relationships at work. Moreover, there was a significant focus on accuracy, secrecy, and teamwork in a very professional work environment. I had access to all the tools and resources I needed to complete my responsibilities quickly, and the office was set up to promote teamwork.

2.2 Skills Learned and My Contributions

Skills Learned: My internship gave me the knowledge that I can use in the future to become an accountant. I have been confident in managing financial data using Excel for Accounting; I have analyzed clearly the importance of legal compliance, and also have increased financial statements assessment ability. In order to be able to make good decisions, I also learned how to interpret the figures in the financial statements. My problem-solving skills have also been further developed by solving complex issues in the financial field, as well as offering counseling to experienced accountants.

Contributions: Through the use of Excel to automate some operations I managed to make the month-end closure process speedier and with a lower rate of errors by doing less data entry. Moreover, in efflorescing the accuracy of the financial records, I helped to reconcile variances in financial data.

2.3 Educational Learning and Internship Roles

Application of Academic Knowledge: I had many advantages that sprang from my accounting background when I did my internship. Through however relevant classes such as personal finance management, entrepreneurship basics or expense control I was able to grasp what was expected of me better. In the course of this internship, I utilized some accounting principles such as; cost accounting, double-entry book keeping and financial statements analysis amongst others which are so crucial within an organization's performance evaluation factor. Participation in this field-based training not only gave me more confident grasping these concepts but also opened up new avenues on their practical applications within the dynamic world we live in today. This hands-on-learning experience complemented with an academic realm has prepared me for subsequent positions in the accounting discipline.

Integration of Learning: I got a better grip on tricky money matters and helped my team a lot thanks to my accounting schooling. I also picked up some cool stuff about how accounting rules work in different countries, all thanks to my internship gig. All things considered, the internship was a great place for me to use what I learned in school and showed me how important it is to be honest, precise, and responsible in accounting.

Chapter 3: Self-Reflection

3.1 Likes and Dislikes about My Internship

Likes: One of many things I adored about my internship was getting to work on different projects that helped me develop a diverse set of skills. The opportunity to be in formal setting for accounting with particulars that demanded exactness made me appreciate it the more. I found it interesting how they blended together as a team making sure there was no room for mistakes. If there was something I liked most about this internship, it was employing manual accounting in financial reporting processes.

Dislikes: Initially, it was hard to cope with complex financial requirements of the organization's manual accounting system and steep learning curve. However, after a little while, I got used to it and became one of the most significant team players. Some tasks like data entry and account reconciliation are repetitious but rather dull. Though these are important functions for accounting, I understand that my motivators are analytical and problem-solving jobs that need creativity and critical thinking.

3.2 Areas for Improvement

Personal Development: I came to the realization that I needed to get better at managing my time, particularly during busy times like month-end closings. I want to focus on better time management and task prioritization in my upcoming internships and jobs so that I can meet deadlines without sacrificing the caliber of my work. Even though I achieved every goal that was expected of me, there were occasions when I could have expanded my learning by taking on additional responsibility. I could also use more practice in communicating, particularly when it comes to clearly and succinctly elucidating complex financial facts to professionals who are not accountants.

Suggestions for the organization: The organization can enhance the internship experience by providing more structured onboarding and training programs, especially concerning the company's accounting software. This will enable future interns to cope quickly and assist

competently right from the start. Moreover, exposing interns to different departments can be another way of enhancing the internship scheme of the firm so that they gain a deeper understanding of its operations.

3.3 Insights and Recommendations

Continuing Development: While becoming an even better professional in future is my imperative after this stage with regards to what I have learned during my placement, including education on data analysis and financial modeling among others. My intention is to keep improving my technical accounting skills along the lines of further education in data analysis and financial modeling. Additionally, I will be looking for ways to communicate financial information in different forms as a way of honing my communication abilities. More challenging projects that engage strategic decision-making processes on behalf of the organization's overall growth are now on my mind since they touch on crucial aspects such as development prospects and performance improvement. In this sense, these actions can increase prospects for employment and make me a more desirable employee in other organizations too.

Recommendations: Due to the great advantages it has for interns, I would suggest that the company maintains its collaborative learning environment. Offering interns more opportunities to be part of interdepartmental initiatives would also enhance their understanding of how various departments within the organization work together and contribute towards supporting the overall financial health of the organization. Moreover, I would also recommend that the company continues to fund intern training and provide them with additional opportunities for working on impactful projects because this would enhance their education and promote the success of the enterprise as a whole.

Chapter 4: Personal Development Plan

4.1 Career Development Plan

Next Steps: Completing my graduate degree with specialization in finance and accounting is a short-term goal for me. The next thing I want to do is secure a permanent position as an accountant where I could make use of what I learnt in internship and thus advancing my career. I am going to do this by connecting with professionals in the field and exploring available job opportunities that can match my aspirations.

Career Plan: I want to become certified as a Chartered Accountant (CA) in the long run since this will enhance my credibility and open up more advanced career opportunities. Furthermore, continuing learning is important for me through attending workshops, signing up for online courses as well as looking at recent developments and accounting and finance regulations.

4.2 Skills to Develop

Technical Skills: My ambition is getting more knowledgeable about financial modeling strategies and advanced accounting software packages. For that reason, I'm focusing on acclimatizing myself with accounting packages such as SAP or Oracle so that I can get an employment there in future. Besides, I also want to become very conversant with data analysis due its relevance in modern day bookkeeping practices. In addition, it is important for me to follow the latest tax and bank policies and procedures.

Interpersonal Skills: I wish to improve in aspects such as leading, cooperating with others and communication on a personal touch. Thus, I think good interpersonal skills are essential for effective collaboration with colleagues, building relationships with customers and managing projects. By concentrating on those areas, I believe it's a step towards a successful career in accounting.

As for my internship at Mazed International Pvt. Ltd., it was an important experience because I was able to apply the theoretical knowledge gained in class into real life scenarios and also acquire some technical capability that would be important in future jobs. The information acquired and friendships made during this period are definitely going to form the foundation of my future profession as an accountant.

Part: B

Executive Summary

Computerized accounting methods are superior to manual systems in many ways in the modern world. Businesses can handle enormous financial transactions, data, reports, and statements with great efficiency, speed, and accuracy by computerized accounting systems.

The purpose of this study is to assess the advantages and difficulties of Mazed International Pvt. Ltd., a medium-sized firm that imports agricultural products and is headquartered in Dhaka, Bangladesh, switching from a manual to a computerized accounting system. The goal of the research is to shed light on issues related to efficiency and offer suggestions for a more seamless transition.

Chapter 1: Introduction

1.1 Research Title

Evaluating the Benefits and Problems of Transitioning from a Manual to a Computerized Accounting System: A Study of Mazed International Pvt. Ltd.

1.2 Research Objectives

The key objectives of the investigation will encompass:

- An examination of how much more effective the existing manual system can be compared against a possibly computerized one.
- The recognition of difficulties encountered when shifting from manual bookkeeping to a digital alternative.

1.3 Background of the Research

Here in Bangladesh's Dhaka city Mazed International Pvt.Ltd operates as a private limited company. The company was established in year 2022 as an expansion of a sole proprietorship business that had been running for 20 years selling mainly agricultural products like garlic, ginger, red chilies and turmeric. It also sells on commission basis. A manual accounting system is now being used by Mazed International Pvt. Ltd. to handle financial matters. Daily transactions such as receiving payments from creditor's record keeping are entered into cashbooks when making payment to suppliers, any duty officers or cold storage facilities. Transferring funds between banks is done although this is rare while expenses related to running an office are covered using cashbook principles. In addition, separate records may be kept for every single bank account where they can check account balances against bank statements. Along garlic, ginger, red chilies, turmeric etc. separate products have been recorded according to sales made including quantities supplied. There is also customer account book where each customer's credit amounts have been captured which makes it tedious job prone to frequent mistakes without being efficient enough. To fix all problems it would require adopting

a computerized system which may be faster more accurate and enhance accountability in managing the money matters of this organization entirely.

1.4 Problem Statement

Businesses work today in a completely different way than before because of technology, especially when it comes to accounting. It is true that there are numerous pros of switching from manual to computerized accounting systems but at the same time, there are several cons as well. This paper investigates these issues in relation to Mazed International Pvt. Ltd. If Mazed International Pvt. Ltd. decides to move to computerized accounting system from manual, it will face both good and bad sides about it. The start-up costs, training and transition period are serious concerns for organizations despite the potential for enhanced efficiency and precision. Therefore, this research aims at identifying these benefits and challenges for smooth transition.

1.5 Scope of the Research

The main intention of the study or research is to find out the current situation of the accounting system at Mazed International Pvt. Ltd. and evaluate the benefits and problems of transitioning from a manual to a computerized accounting system. However, the scope of this analysis allows readers or the research's target audience to acquire a comprehensive understanding of the benefits and problems of transitioning from a manual to a computerized accounting system, as well as the issues with the current manual accounting system. The study report analyzes every area of the current manual system at Mazed International Pvt. Ltd. and gives an overview of why it needs to be changed from manual to a computerized accounting system, including the problems, benefits, and challenges. Due to a shortage of time, to prepare this report, I interviewed 7 employees of Mazed International Pvt. Ltd., including the head of the accounting department, accounting managers, and operations managers.

1.6 Limitations of the Research

There were some limitations that the study was constrained by during the research paper preparation phase. The following is a list of the major limitations:

- The study focused on Mazed International Pvt. Ltd.'s accounting department. So, this operating scope might not accurately represent the situation of the company's overall operations.
- This study's focus was on a shorter time frame.
- The majority of the report is based on the information from the questionnaire; hence, the accuracy and reliability of the information depend on the respondents.

Chapter 2: Methodology

2.1 Types of Research

Research can be divided into several categories, which are referred to as types of research. Depending on your goals, deadlines or reasons certain types may apply better to certain researches than others. Types come in many shapes and forms (*Types of Research (With Definitions and Examples), 2024*). Narrative, descriptive and explorative constitute the three broad classifications for these categories. The current study utilizes a descriptive research strategy via interviews and questionnaires so as to gather intricate information about workers who are employed by Mazed International Pvt Ltd

2.2 Research Design

The term "research design" refers to the overarching plan and analytical technique you have selected to logically and cogently combine the many study components and guarantee a full investigation of the research problem (*Jain, 2022*). The research design makes it possible to focus on research techniques that are appropriate for the study topic and organize the paper for success. Qualitative, quantitative, or mixed method approaches can be used in research design.

I have picked the option of a qualitative method approach to use for this research design to investigate the study of **“Evaluating the Benefits and Problems of Transitioning from a Manual to a Computerized Accounting System at Mazed International Pvt. Ltd.”** Therefore, the method of qualitative research was selected because it can manage the topic's complexity and offer a comprehensive understanding of the transition from a manual to a computerized accounting system.

2.3 Data Collection Method

The most important facet of information that has been used in compiling all relevant data about the subject of this study is data collection. To ensure quality control, maintain research integrity and enable informed business decisions, accurate data collection is critical. Data collection methodologies are significant because they influence the researcher's choice of methods and

techniques for analysis; hence affect their use of information and the kind of interpretations that may arise from it ([Bhat, 2019](#)).

Some sources of data collection to collect secondary and primary data include:

Primary Data

- Interview and conversation with the head of the accounting department, accounting managers, and operations manager of Mazed International Pvt. Ltd.
- A structured questionnaire to gather detailed information.

Secondary Data

- Internet to gather information.
- Literature review of different writers on manual vs. computerized accounting systems.
- Annual Report of Mazed International Pvt. Ltd.

2.4 Sampling Technique

This study makes use of purposive sampling. This technique was chosen because it allows for the selection of participants who possess specific knowledge, experience, and involvement in the accounting practices of Mazed International Pvt. Ltd.

2.5 Data Processing

To construct the report for this research, I used some tools, like

- MS Word has been used to create and edit documents for this research.
- Google Docs is used for collaborating on my documents with my supervisor.
- The Google Forms service is used to create survey forms.
- MS Excel is used to perform graphical presentation and analysis of all the data collected by the Google Forms service.

2.6 Data Analysis

Data Analysis: Following that, I looked over the data and developed some explanations to identify common trends, benefits, and challenges associated with the transition. which I then put in the report.

Chapter 3: Findings, and Discussion

3.1 Analysis

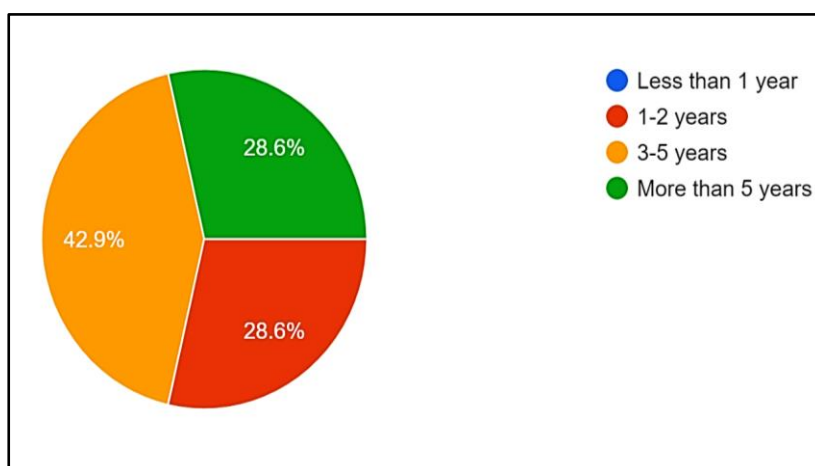
It is not feasible to survey Bangladesh's whole accounting system due to time constraints. So, this survey report only presents selected results from the accounting department employees of Mazed International Pvt. Ltd. The research is split into four sections:

- Part A: Experience with Manual Accounting
- Part B: Benefits of Computerized Accounting
- Part C: Challenges Faced
- Part D: Suggestions for Implementation

Interviews and questionnaires are all types of survey methods for this report. The information will be used to assess the benefits and problems of transitioning from a manual to a computerized accounting system at Mazed International Pvt. Ltd. All data collection processes followed the guidelines established by Mazed International Pvt. Ltd. for conducting surveys.

Part A: Experience with Manual Accounting

1. For how long have you been using manual accounting system?

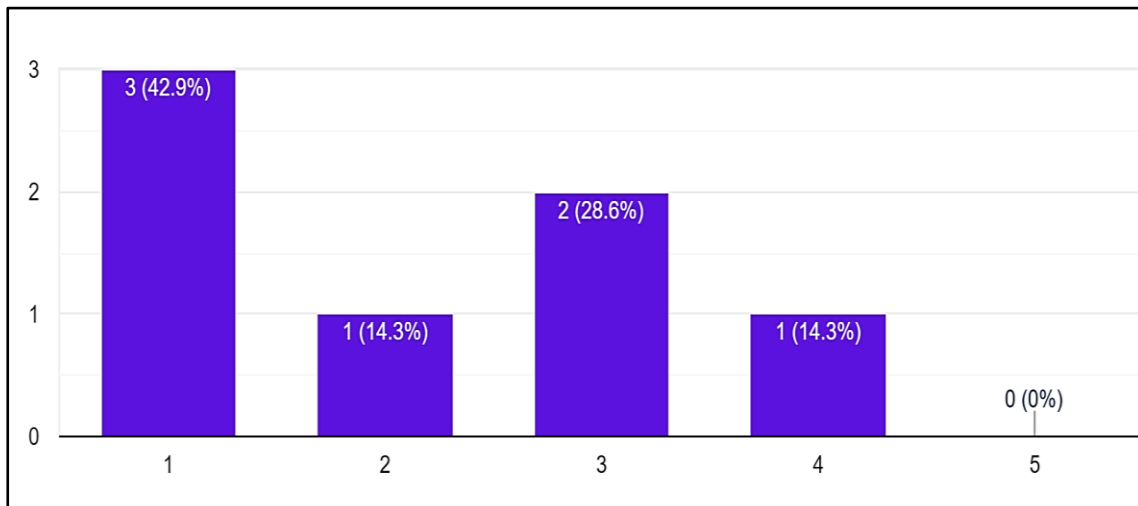


From the above-mentioned graph, we can see that 42.9% of the respondents have been using manual accounting system for 3-5 years, 28.6% of the respondents have been using them for 1-2 years, and 28.6% of the

respondents have been using manual accounting system for more than 5 years. It shows that a

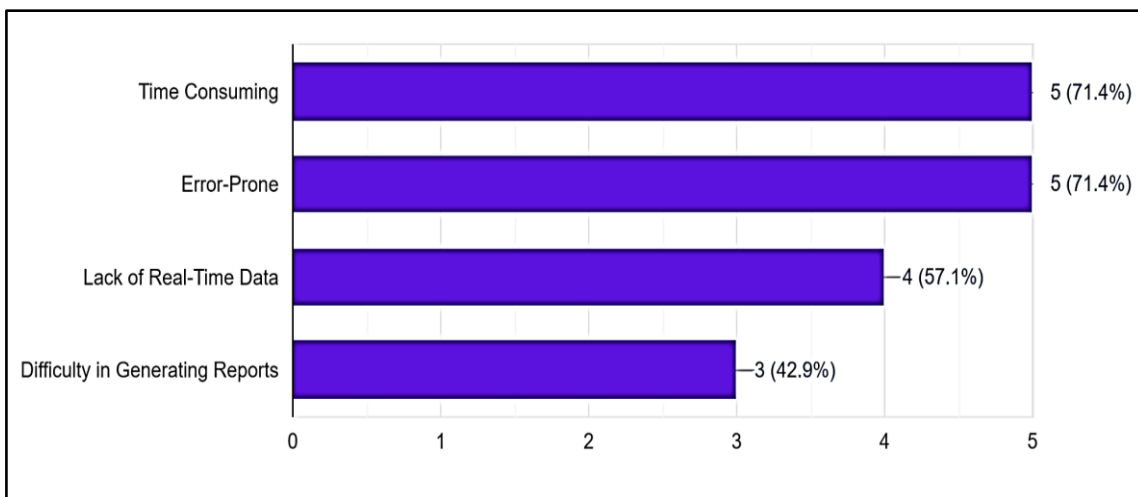
significant number of respondents have been using manual accounting system for a long time at Mazed International Pvt. Ltd.

2. How would you rate the efficiency of the current manual accounting system?



The above-mentioned graph shows that 42.9% of the respondents rate the current manual accounting system 1, which indicates low; 28.6% of the respondents' rate 3; 14.3% of the respondents' rate 2; and another 14.3% of the respondents rate the current accounting system 4.

3. What are the common issues you face with the current system?

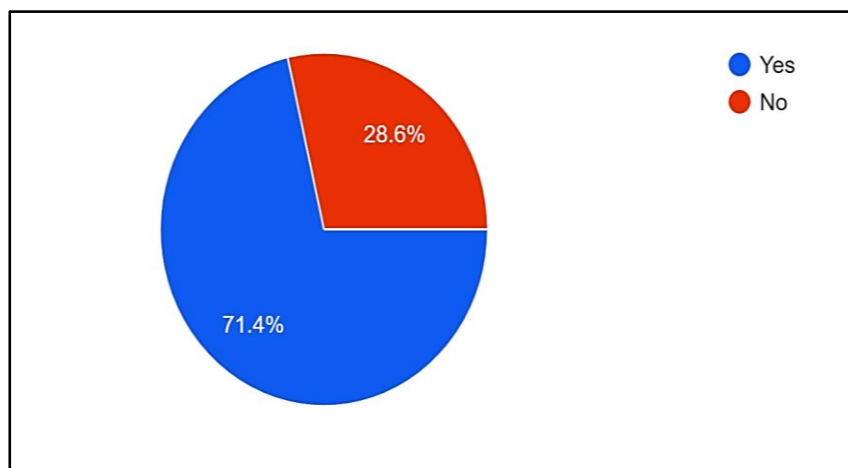


According to the graph, 71.4% of the respondents said time consuming and error-prone are the common issues they face with the current accounting system at Mazed International Pvt. Ltd. On the other hand, a significant number of respondents 57.1% of the respondents said the common issue is a lack of real-time data, and 42.9% of the respondents said difficulty in

generating reports is the common issue they face in the current accounting system at Mazed International Pvt. Ltd.

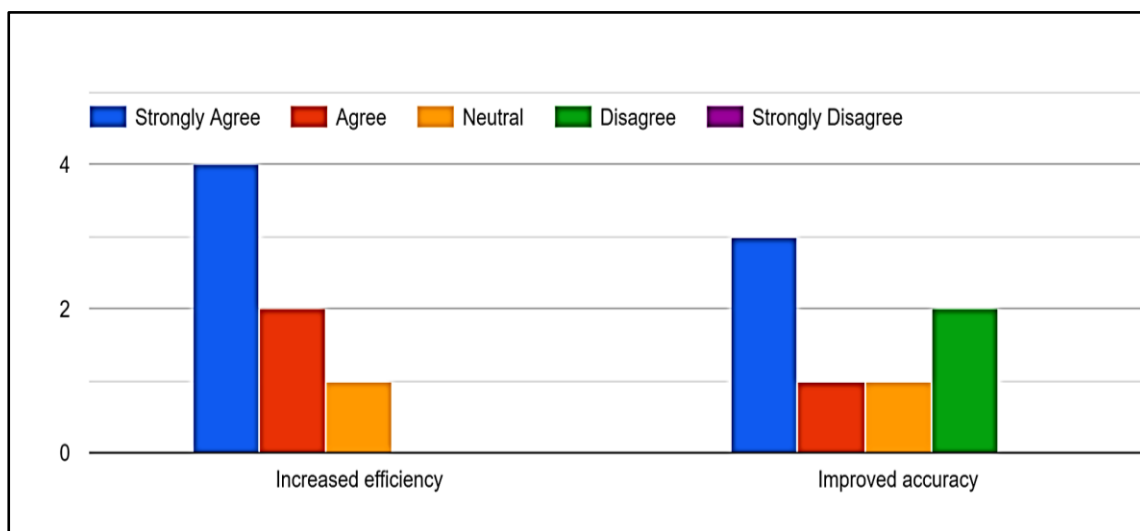
Part B: Benefits of Computerized Accounting

4. Are you aware of the benefits of a computerized accounting system?



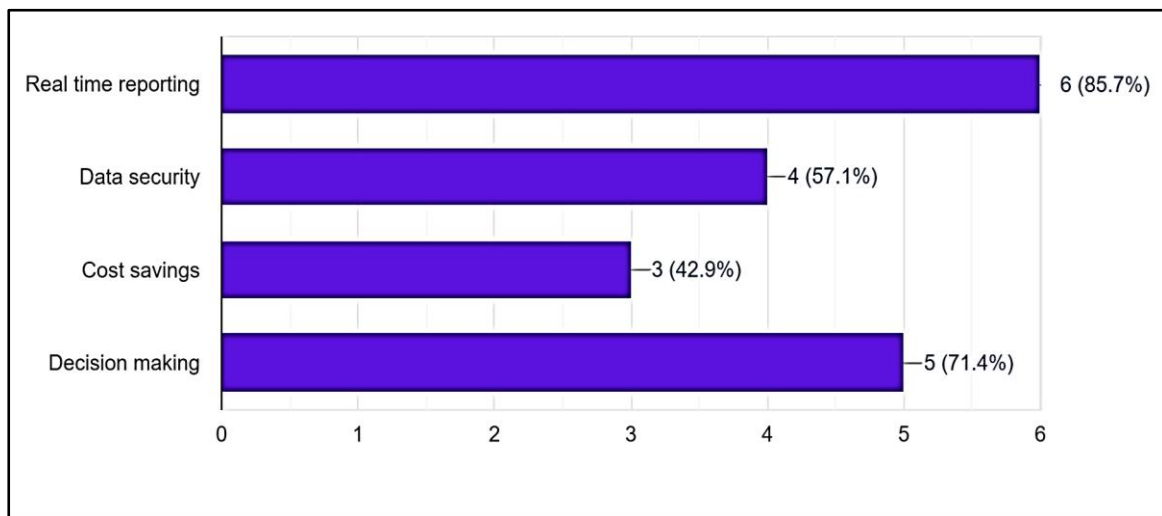
As can be seen from the graph, 71.4% of respondents are aware of the benefits of computerized accounting, while 28.6% are not.

5. Rate the following benefits for computerized accounting system:



The above graph demonstrates that the majority of respondents strongly agree that computerized accounting systems provide "increased efficiency and improved accuracy" as benefits.

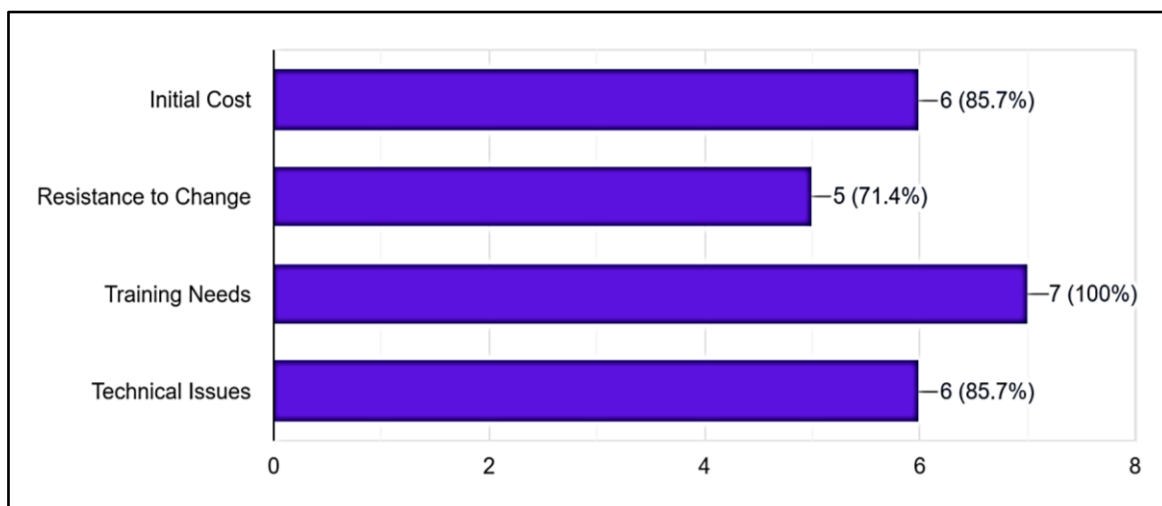
6. What benefits do you anticipate from transitioning to a computerized accounting system?



Looking at the graph above, we can see that, according to 85.7% of respondents, they expect real-time reporting as a benefit when they switch to a computerized accounting system. Other benefits they expect from the switch include decision-making (71.4% of respondents), data security (57.1% of respondents), and cost savings (42.9% of respondents).

Part C: Challenges Faced

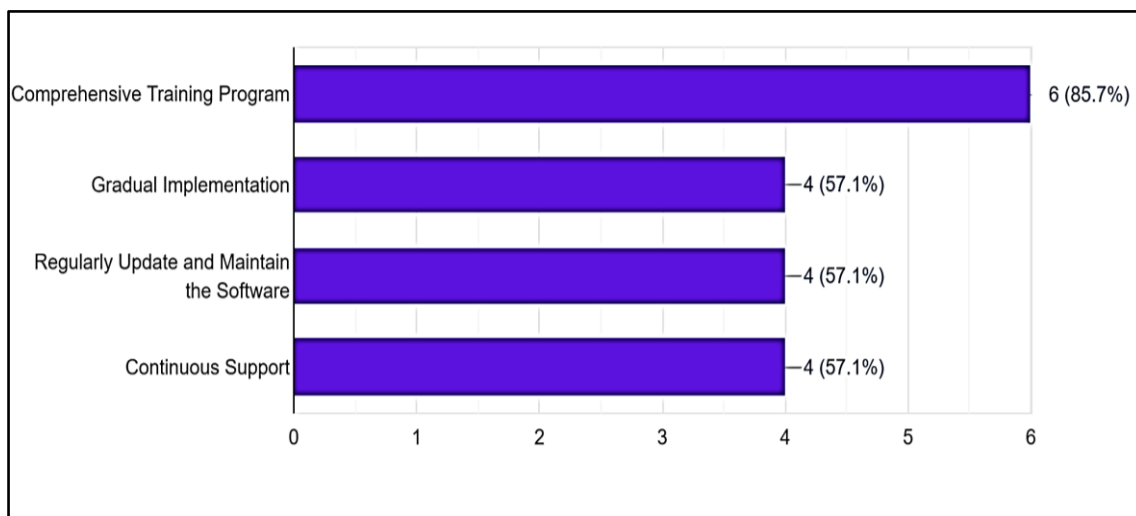
7. What will be the major challenges during the transition?



The graph indicates that, 100% of the respondents said training needs were the major challenge during the transition, followed by initial cost (85.7% of the respondents), then technical issues (85.7% of the respondents), and then resistance to change (71.4% of the respondents).

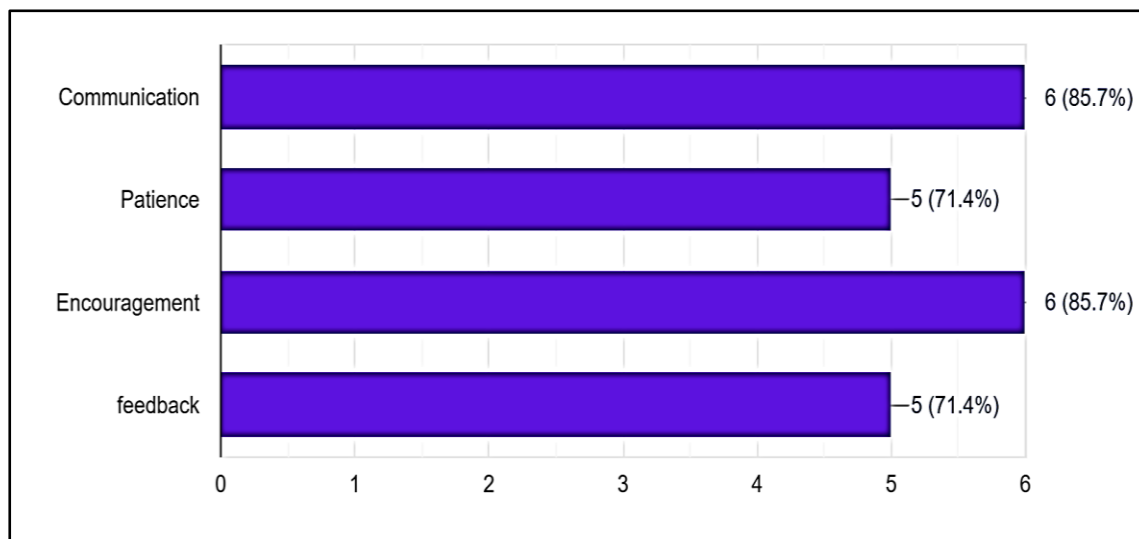
Part D: Suggestions for Implementation

8. What suggestions do you have for ensuring a smooth transition?



The graph above shows that, in order to ensure a smooth transition, a complete training program was recommended by 85.7% of respondents. Following this, 57.1% of respondents recommended gradual implementation, regular software updates and maintenance, and ongoing support.

9. How can the company support employees during this transition?



The graph indicates that, in accordance with the responses, 85.7% of the participants stated that Mazed International Pvt. Ltd. could assist its employees during this change by encouraging and communicating with them. Subsequently, 71.4% of the participants indicated that the

organization may assist employees throughout the change by providing them with feedback and patience.

3.2 Findings

Every organization has both good and bad aspects, and no organization is free from problems. After analyzing the manual accounting system and the benefits and problems of transitioning from a manual to a computerized accounting system at Mazed International Pvt. Ltd., I identified some major issues. These are mentioned below:

- A significant number of respondents have been using manual accounting system for a long time at Mazed International Pvt. Ltd. This is advantageous for them since they have discovered the issues with the manual accounting system and determined whether the transition to a computerized accounting system is necessary.
- Time consuming, error prone, lack of real time data, and difficulty in generating reports are some common issues or problems that Mazed International Pvt. Ltd. employees have with the manual accounting system.
- Most of the employees are aware of the benefits related to computerized accounting system, although others are still unaware of this.
- The majority of employees or respondents strongly agreed that using a computerized accounting system increased efficiency and also improved accuracy.
- Mazed International Pvt. Ltd. employees have mentioned real-time reporting, data security, cost savings, and decision making as some of the benefits of using a computerized accounting system.
- As per the employees working in Mazed International Pvt. Ltd, there will be several challenges such as initial costs, resistance to change, need for training and technological glitches during the transition.
- To ensure that the transition is seamless, respondents suggested an all-inclusive training program, phased implementation, regular updates and maintenance of the software as well as ongoing support. The majority of the respondents said that through

communication, patience, encouragement, and feedback, Mazed International Pvt. Ltd. can support their employees during this transition from manual accounting system to a computerized accounting system.

3.3 Discussion

Benefits Analysis

Mazed International Pvt. Ltd.'s financial tactics may be drastically more correct and greener after switching to a computerized accounting system. Better choice-making and extra powerful strategic planning will be made feasible by way of real-time reporting.

These gifts go through Mazed International but should be seen from a wider perspective. With computerized accounting systems, businesses can process greater transaction volumes faster and more accurately, which leads to better monetary control and operational efficiency. Furthermore, businesses can leverage real-time data for strategic decisions to develop a culture of statistics-based decision-making and gain a competitive edge; computerized accounting may thus help them meet regulatory obligations by timely and accurate financial reporting.

Challenges Analysis

The first resistance to change and technical problems were big challenges. Nevertheless, these obstacles were frequently overcome by proper training and support. Also high initial costs were a hindrance but have been found justifiable over an extended period of time depending on the benefits from such device.

On a larger aspect, the challenges faced by Mazed International are common across different sectors. Resistance to change; this is a psychological obstacle that requires close supervision and often involves employee participation and education in terms of trade management strategies. Technical issues underline the significance of dependable IT support and infrastructure, while the necessity for extensive training underlines the importance of continuous professional growth. Additionally, statistical migration problems indicate that during the transition phase careful planning and execution are required.

Chapter 4: Recommendations

I find it difficult to recommend Mazed International Pvt. Ltd. since I lack the necessary information and expertise. Based on my personal project-related experience, I have tried to pinpoint some problems in the manual accounting system of Mazed International Pvt. Ltd., and according to that, I have provided some solutions below:

- From the findings, we already knew that Mazed International Pvt. Ltd. has some problems, like being time-consuming, error-prone, having difficulty generating reports, etc., in their manual accounting system, so firstly, transitioning from a manual to a computerized accounting system is my first recommendation for them, and they can use software like Tally at initial stage.
- In Mazed International Pvt. Ltd., some employees are still not aware of the benefits of computerized accounting system, so they can arrange a seminar for those employees and let them know the benefits of computerized accounting system. Because if they are not aware of the benefits, then they will not be interested in attending the training session.
- From the analysis portion, it is clearly seen that Mazed International Pvt. Ltd. is currently running a manual accounting system, and so right now, a transition from a manual to a computerized accounting system is necessary for them. As a researcher, I would like to recommend their training, which is necessary for the employees during this transition. But if, after the training, any employee leaves the job, then it will be a problem or a loss for the company. So Mazed International Pvt. Ltd. can establish a one-year bond with its employees, where they are not allowed to leave their jobs after the training on the switch from a manual to a computerized accounting system has been completed. They will make their employees sign these bonds to maintain some levels of confidentiality which may prove challenging for them. However, in the long run, this will be beneficial to the organization.
- Mazed International Pvt. Ltd. needs to work closely with its employees, so that they can be part of the process and the decisions are not shrouded in secrecy.

Chapter 5: Conclusion

Several benefits are associated with Mazed International Pvt. Ltd. migrating to computerized accounting system and these include data security, accuracy and efficiency. However, there are several concerns that need to be resolved during the transition process in order to optimize the new system.

In truth, Mazed International Pvt. Ltd.'s situation reflects the larger trend in the industry where firms are increasingly adopting digital solutions in an attempt to streamline their operations. This study has shown that thorough preparation, well-designed training programs and constant support are paramount for overcoming the difficulties posed by such transitions.

The findings further reveal the capacity of computerized accounting systems to transform financial management practices as well as enhance an organization's functioning in a data-driven environment. Enterprises can also enjoy strategic advantages from improved decision-making and operational effectiveness besides their financial processes by overcoming initial challenges and focusing on continuous improvement.

For various further companies that could consider a similar shift, this research will offer them a guide for dealing with the associated difficulties. Consequently, the recommendations can be applied as standard procedures to assure movement to computerized accounting system is smooth, effective and leads to overall profitability over time. By embracing technology and developing a culture of ongoing education and change, companies can place themselves for success in an increasingly digital future.

References

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Appendix



Mazed International (Pvt.) Ltd.

IMPORTER, EXPORTER & COMMISSION AGENT

Ref :

Date :

Internship Appointment Letter

Date: April 28, 2024

To:

Rizvi Ahmed Limon

Address: 07, Joy chondro ghos lane, Bangla Bazar, Sutrapur, Dhaka-1100

Dear Rizvi Ahmed Limon,

We are pleased to inform you that you have been selected for the internship position at Mazed International (Pvt) Ltd. Your internship will commence on May 1, 2024, and will continue until August 31, 2024.

As an intern, your primary responsibilities will include- 1. Supporting the accounting team in daily tasks such as data entry and record keeping. 2. Conducting bank reconciliations and assisting in month-end closing procedures.

We believe your skills and enthusiasm will be a great addition to our team.

Please report to our office at 17, Farashgong Road by 9:00 AM on your start date. If you have any questions, feel free to contact us.

We look forward to your contribution and wish you a successful internship.

Sincerely,

Mazed International (Pvt.) Ltd.

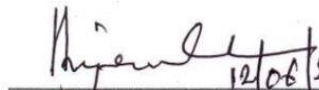
Managing Director

17, Farashgong Road, Shyambazar, Dhaka-1100, Bangladesh.
Mobile : 01713041981, E-mail : rajenterprise88@yahoo.com

Internship Proposal Form

Name:	Rizvi Ahmed Limon
ID:	203011013
Semester (Spring/Summer/Fall)	Summer 2024
Department:	BBA
Supervisor's Name (Faculty):	Mr. Shajedul Alam Senior Lecturer ULAB School of Business
Organization Name:	Mazed International Pvt. Ltd.
Internship Title:	Evaluating the Benefits and Problems of Transitioning from Manual to Computerized Accounting Systems: A Study of Mazed International Pvt. Ltd.


12/06/24
Student's signature & date


12/06/2024
Supervisor's signature & date

Questionnaire

BUS4399 (Internship)

Dear Respondent,

I am Rizvi Ahmed Limon, a student at University of Liberal Arts Bangladesh (ULAB), and I conducted an analysis of **“Evaluating the Benefits and Problems of Transitioning from Manual to Computerized Accounting System: A Study of Mazed International Pvt. Ltd.”** The questionnaire is designed to collect information about your organization's benefits and problems of transitioning from manual to computerized accounting system. The information will be used only for academic purposes and maintained in strict secrecy. Therefore, your honest, authentic, and quick response is necessary for the quality and successful completion of the research.

Thank you.

General Guidelines:

There is no need to write your name. In all cases where answer options are available, please tick (✓) in the appropriate box.

Part I: Demographic Information

1. Length of engagement in the current organization (in years)

- | | |
|--------------------------------------|--------------------------------------|
| ☐ Less than 1 | ☐ 1-2 |
| ☐ 3-5 | ☐ More than 5 |

2. Age (in years)

- | | |
|-----------------------------------|---------------------------------------|
| ☐ Under 25 | ☐ 45-54 |
| ☐ 25-34 | ☐ 55 and above |
| ☐ 35-44 | |

3. Gender

- | | |
|-------------------------------|---------------------------------|
| ☐ Male | ☐ Female |
|-------------------------------|---------------------------------|

4. Educational qualification

- | | |
|--|--|
| ☐ BBA/BA/Honors | ☐ PhD |
| ☐ MBA/Masters | ☐ Others (please state) |

5. Department: _____

6. Job position: _____

Part II: Main Research Questions

7. For how long have you been using manual accounting system?

- | | |
|---|--|
| ☐ Less than 1 year | ☐ 3-5 years |
| ☐ 1-2 years | ☐ More than 5 years |

8. How would you rate the efficiency of the current manual accounting system?

	1	2	3	4	5	
Low	☐	☐	☐	☐	☐	High

9. What are the common issues you face with the current system? **(Can choose more than one option)**

- | | |
|---|---|
| ☐ Time consuming | ☐ Lack of Real-Time Data |
| ☐ Error-Prone | ☐ Difficulty in Generating Reports |

11. Are you aware of the benefits of a computerized accounting system?

- | | |
|------------------------------|-----------------------------|
| ☐ Yes | ☐ No |
|------------------------------|-----------------------------|

12. Rate the following benefits for computerized accounting system:

- | |
|--|
| ☐ Increased efficiency: Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree |
| ☐ Improved accuracy: Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree |

13. What benefits do you anticipate from transitioning to a computerized accounting system? (Can choose more than one option)

- | | |
|--|--|
| ☐ Real time reporting | ☐ Cost savings |
| ☐ Data security | ☐ Decision making |

14. What will be the major challenges during the transition? (Can choose more than one option)

- | | |
|---|---|
| ☐ Initial cost | ☐ Training needs |
| ☐ Resistance to change | ☐ Technical issues |

15. What suggestions do you have for ensuring a smooth transition? (Can choose more than one option)

- | | |
|---|---|
| ☐ Comprehensive training program | ☐ Regularly update and maintain the software |
| ☐ Gradual implementation | ☐ Continuous support |

16. How can the company support employees during this transition? (Can choose more than one option)

- | | |
|--|--|
| ☐ Communication | ☐ Encouragement |
| ☐ Patience | ☐ Feedback |