**Manual Business Process And Automated Business Process**

* Manual Business Process

A manual business processes is involve one or more humans performing tasks such as data entry and verification.

Whether you are storyboarding a new marketing campaign or generating a data analysis report, workflows and processes are essential to keep a company moving forward. Manual processes and systems offer many of the same perks as an automated workflow. However, [there are more in-between steps, errors may occur, and they generally take more time](https://www.linkedin.com/pulse/what-7-disadvantages-manual-system-richard-breitmeyer/).

* Advantages of Manual Business Process
* Higher efficiency and productivity
* Reduce time and cost saving
* Improving compliance
* Financial insight
* Increasing your ability to scale
* Low cast tasks and is flexible
* Disadvantages of Manual Business Process
* Repetitive tasks
* Time consuming
* Process dealy
* Visibility
* Reporting difficulties
* Miscommunication
* Document control
* Automated Business Process

Automated business process also known as business automated or digital transformation is the technology enabled automation of complex business processes.

Business process automation is the use of

Software to automate repeatable, multistep business process.

* Advantages of Automated Business Process
* Time saving
* Increased profits
* Higher productivity
* Greater efficiency
* Error minimization
* Better standardization
* Disadvantages of Automated Business Process
* Worker displacement
* Needs large capital expenditure
* Can become redundant
* Still require human interaction

**Difference Between Manual Business Process And Automated Business Process**

|  | **Manual process** | **Automated process** |
| --- | --- | --- |
| **Human involvement** | Entirely   dependent on human effort to add, edit, update and recheck the data | The software automatically   calculates, accrues and allocates rebates for you with minimal   human intervention |
| **Reminders** | Manual nudging for amendments   and approvals, often after an error is found | Proactive email notifications   to both internal team members and trading partners |
| **Audit trail** | Data is easy to falsify and can easily   miss certain information unless told | The system logs every action with the accurate time and date |
| **Communication** | Communication often happens outside of   the process via email or call | All communication stored within the tool so can keep track of   what has been said |
| **Speed** | This is a lengthy process due to data   being stored in multiple tools and across various documents | With everything in one centralized platform, this is a much shorter   process |
| **Accuracy** | The possibility of human error to occur   is large, due to the amount and complexity of the data and key person   dependency | The system is centralized and collect information on a real-time basis,   by minimizing human intervention, the scope of errors is marginal |
| **Security** | This is a less secure method as it   involves a lot of paperwork and documents being emailed over and anyone can   access it | This is a more secure process as data is hosted in the cloud and password   protected |
| **Scalability** | As the amount of data grows, you will   notice performance issues. E.g. a spreadsheet will become slow to   load and slow to calculate | Built to serve a large number of stakeholders, allowing for   multiple users and capable of managing 300+ types of deals |
| **Approvals** | The manual approval process can create a   lot of back and forth and hold-ups. Extra time is required to track down   contracts for approval, often leading to missed deadlines and disputes | Through an automated collaboration platform, it automatically creates a   trading agreement and sends to the assigned approver for speedy sign off |
| **Productivity** | Individuals may end up wasting too much   time and effort on low-value activities or becoming frustrated with the   spreadsheet | In the long run, this method saves time, effort, resources and is more   reliable. Rebate accountants are free to focus on high-value activity instead |
|  | Time consuming to retrieve data from   different sources and compile it into a detailed report | Rebate management software generates customized, detailed reports so you   can track deal performance and attain profitable growth |

* Digital Transaction

Digital transaction can be broadly defined as online or automated transactions that take place between people and organizations without the use of paper.

A digital transaction involves the collaboration of several parties including large financial firms and a number of sectors within the economy.

Example include swiping a debit card at a store, paying for a purchase online, or transferring money from an app to your bank account.

* Advantages of digital transaction
* Cast saving
* Time saving
* Increased sales
* Reduce transaction costs
* Lower risk
* Discounts
* Tracking spends
* Budget discipline
* Disadvantages of digital transaction
* Technical problems
* Password threats
* Cast of fraud
* Technological illiteracy
* Loss of smart cards
* Security concerns
* Limitations on amount and time
* Manual transaction

Manual transaction means a transaction that is not conducted is made available online or electronically.

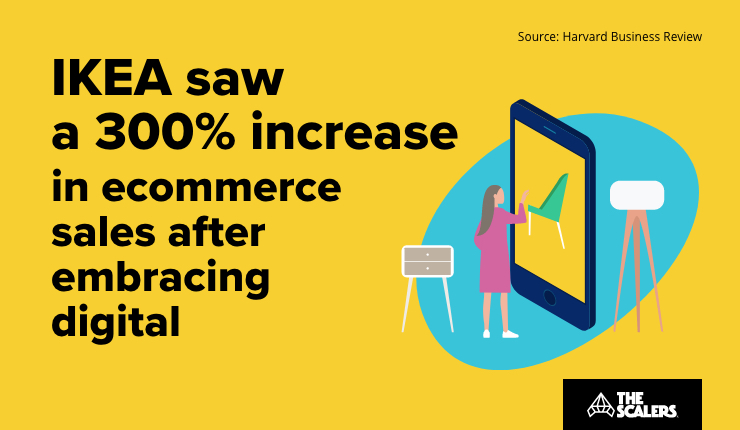
Manual transaction processing will be permitted at those authorised business establishment in the event that electronic debit card services cannot be delivered.

* Advantages of manual transaction
* Easier to maintain
* Use of engine oil
* More control
* Better fuel economy
* It is a store of value
* It ensures your privacy
* Disadvantages of manual transaction

# Learning curve

* Difficulty on hills
* Cash different
* Staff involvement
* Store robberies
* Lack of control
* Cash counting
* Success stories of Digitalization

1. IKIA

Let’s start with a big hitter. The famous Swedish home and furniture giant showed that transformation isn’t limited to the financial sector and the automotive industry. When one thinks of digital initiatives, furniture isn’t necessarily the first thing that comes to min 

First, IKEA purchased the online service TaskRabbit to help customers who don’t like assembling their own furniture — a foray into software. Next, they dipped into the smart home sector by **developing its own products, and changing their payment processing**. By June 2021, [it was reported](https://hbr.org/2021/06/inside-ikeas-digital-transformation) that they had seen a 300% increase in ecommerce sales as a direct result of their transformation efforts.

1. COCO-COLA

Arguably the most iconic brand in the world, the drinks giant implemented a transformation strategy that aimed to address the numerous changes in shopper behavior as the world has gone digital. Their goal was to [update the Coke brand](https://www.thedrum.com/news/2018/08/23/beating-the-real-thing-coca-cola-its-four-point-digital-transformation-plan) “for a generation that doesn’t see a line between the online world and the offline, reality and augmented reality.”

**Their roadmap covered experiential, operational, cultural, and business. As a result they have been able to speed time to market for new products from three months to two or less. This results in an improved customer experience and increased sales.**

1. NIKE

NIKE, a giant in the sports footwear industry, has started focusing on mobile devices. It uses advanced technologies based on recommendation algorithms and machine learning.

The company has created, among others, a mobile application that helps **choose the best type of shoe based on a leg scan**. By scanning the feet, the application creates a map of them based on 13 data points. What’s more, thanks to the application, the company attains vital information for creating better footwear projects in the future.

An important project of the company is the NIKE + program, which rewards the most active loyalty program members. In Japan, where the solution was implemented, it led to a significant increase in sales. The NIKE SNKRS application was also successful, where the distinguished shoes recorded a 100% increase in sale

NIKE’s digital transformation shows that innovation can also lead to modernizing internal company operations. By digitizing 6,000 footwear materials, company design teams can work faster and more efficiently. This directly affects the speed of response to market needs.

