Database systems should be chosen to store company data because it is a safe and convenient way to manage information concerning the company. Since this a small company I recommend the use of MS Access as a selection of database for managing the company information. You can always move the information on the database to another kind of database like Oracle or SQL Server with more features for analyzing your information. Even when Oracle is an excellent database, I would not recommend it because it a very expensive tool that you cannot even own because when you buy a license it is a contract of use for a specific amount of time. There are other options like MySQL, which is free to download but not with the same support or scalability available. Buying Oracle would be an unnecessary expensive investment since you do not have as many employees to justify the purchase.

With the use of databases you will be able to keep track of your assets in the company, employees, payroll information, budget, and much more. Who access the information and what information can be managed by the database administrator with the use of software, a DBMS or database management system.

Databases are data structure systems better fit for data management than for instance Excel that even when people can access the information at the same time the control over the information is better and the reliability also better. In other words the potential of databases in comparison with Excel is invaluable.