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ОСТАПЕНКО

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WAYS OF DOCUMENT
MANAGEMENT IMPROVEMENT OF
LLC АНС “VINNITSIA INDUSTRIAL
GROUP”

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ПУТИ УЛУЧШЕНИЯ УПРАВЛЕНИЯ
ДОКУМЕНТООБОРОТОМ ООО СХК
“ВИННИЦКА ПРОМЫШЛЕННАЯ
ГРУППА”к.е.н., доцент кафедри менедж-
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The present article is dedicated to determination of the content and essence of performance of the due diligence of financial statements by the auditor. The article substantiates the need of coordination of such tasks with legal requirement and realities of the audit business.

Стаття посвячена определению содержания и сути выполнения аудитором задач по предоставлению уверенности пользователям финансовой отчетности. В статье обоснована необходимость согласования таких задач с требованиями законодательства и реалиями аудиторской деятельности.

Keywords: document management, document flow, document management system, enterprise resource planning

Ключевые слова: управление документооборотом, документооборот, система управления документооборотом, система управления ресурсами предприятия

INTRODUCTION

There are a wide range of foreign researches on the problem of document management. The theoretical heritage on this topic consists of the scientific works of economists: R. Hutharts, M. Kenneth, A. Xiaomi, G. Johnston, N. Brubach, D. Bowen and a scope of others. Therefore, it is necessary mention such Ukrainian researchers as: N. Komova, G. Bespyanska, V. Kudryayev, M. Rogozhin, K. Tarakanov, Y. Hymich, M. Bobylev and others who represented works in sphere of records flow handling. However, the investigation of domestic document management issues and the ways to solve them, depending on local conditions, are very limited. Moreover, there is no single approach to define the ways of improving the document management of agricultural enterprises. Nowadays, the topic of records management is not sufficiently developed, due to significant changes in technologies used for document flow organization, so it is strongly appealing to scientists.

THE GOAL OF RESEARCH lays in developing the approaches and ways to improvement document management of LLC АНС “Vinnitsia industrial group”

RESEACRH METHODS

Methodological and theoretical foundation of this article are the structural and financial analysis of LLC АНС “Vinnitsia industrial group”, scientific research articles, periodicals publications, Internet resources, regulatory legal acts and ISO standards.

To achieve the assigned aim of research the following methods were used: scientific generalization, analytical, comparison and economic analysis, graphic prognostic.

RESULTS

The study of the theoretical foundations of records management analysis involves conceptual apparatus, as

well as consideration of the historical and logical aspects of process. Proper document management contributes to the efficient workflow, uniform loading units and officials positively affect the whole management process. Also, N. Komova notes that document institution exists as a flow of documents circulating between the points of information processing (heads of agencies and departments, specialists) and point technical processing of documents [2;7].

Moreover, the term “document flow”(document management) is interpreted as a process of document movement in the organization after their creation to the end (performance or send). In practice, record keeping word “document flow” refers to the amount of documents as those that received those sent and those created by the enterprise (or business unit) over time [5]. Nowadays, the new form of document flow organization with help of electronic document management systems is one of the most important components of corporate information systems, as states L. Filipova [3].

Selection of ERP-solutions is an extremely difficult and complex task that requires a serious examination of the organization and a clear formulation of requirements to the corporate information system. To date, the Ukrainian market presents all any meaningful way in the world of ERP developers. In addition, in recent years more loudly declare themselves domestic suppliers in this class of solutions. After conducting analysis of current document flow organization in “Vinnitsa industrial group” we concluded that records management handling does not provide additional opportunities for office [10]. 1С. Enterprise automation system of record keeping and documentation of management of the company does not support the full lifecycle of the document flow. So, our goal is to find more efficient solution to put records of company in order and provide gaining additional

opportunities from company data, saving labour time and simplifying document management process [11].

Firstly, to find the best document management system (DMS) for LLC AHC "Vinnitsia industrial group" is necessary to distinguish requirements to such system to match the needs. It should perform automation of operational cost accounting and maintenance performed agricultural works and services will provide the operational information in various analytical sections:

- the enterprise as a whole and for each division;
- on the type of work in all fields and different works in each field;
- the volume of work for each machine operator;
- the volume of work performed on each piece of equipment;
- for fuel and oil on each piece of equipment;
- by type of repair work of each machine operator on each piece of equipment;
- on the work performed by third parties [4].

The most suitable solution of above-mentioned tasks are the national document management system, because prices in the Western system are fixed in the currency and at all times were higher than domestic solutions. And now, when the hryvnia significantly subsided, the gap is just great, as many domestic manufacturers nominated price in local currency without reference to the currency. The second is quite functional fullness of domestic software, support of national and international accounting standards, best management practices. Thus, the competitiveness of domestic ERP success confirmed the IPO of Ukrainian companies - users of ERP. And the third is the proximity to the consumer. This is evident in the quality of the Ukrainian legislation supporting the developer, the presence of local technical support, speed of response to the request, a high level of significance for the client company. In turn, the Western vendors have its advantages - it is a world name, a brand, an extensive customer base throughout the world [12].

Most national developing DMS companies focus on outsourcing for the Western market. Unfortunately, the number of domestic producers that make finished products is very small. The main advantages of Ukrainian developments are the cost (the reverse side of a difficult economic situation at the expense of the competitiveness of the price) and the quality of software products. Hereby it is necessary mention that installation of DMS separately from Enterprise resource management system that is designed to automate most of the processes in the company: production management, finance, procurement, cost, etc is not a well considered approach, because different systems can result in additional interconnection problems on data transfer and saving. So, our proposal is to implement the 1C: Document management add-on to current on LLC AHC "Vinnitsia industrial group" system that is presented in versions CORP and PROF. CORP version is more suitable for medium and large businesses and budgetary institutions with a complex structure or workflow [8].

1C: Document Management allows to:

1). streamline the work of employees with the documents, to exclude the possibility of loss of versions or fragments of the intersection with the simultaneous operation;

2). reduce the time required to find information and the total time of the Collective processing of documents;

3). improve the quality of the finished material (projects, documents and so on.) by addressing a large number of controversial issues, and manage the user experience.

In connection with the introduction of new ultra-modern grain elevator in Vinnitsa region with capacity of 100 tons, the we recommend to company's management implementation of a project for the document optimization of business processes acceptance and shipment of grain. The objectives of the project is to improve the performance of the elevator, reducing manual data entry, monitoring the safety of the finished product, reducing the human factor in weighing and determining the quality, as well as in terms of traffic management in the territory [9].

Key features 1C: Document Management are defined by Fig. 1.

To automate the acceptance of business processes, grain shipment and disposal of waste is proposed to implement hardware and software system, which is integrated with the weighing equipment, laboratory instruments, equipment for reading information from the RFID-cards, the control system of traffic lights and the text display on the machines queue management. The project covers the following business processes: acceptance of grain, grain shipments, the export of waste by road

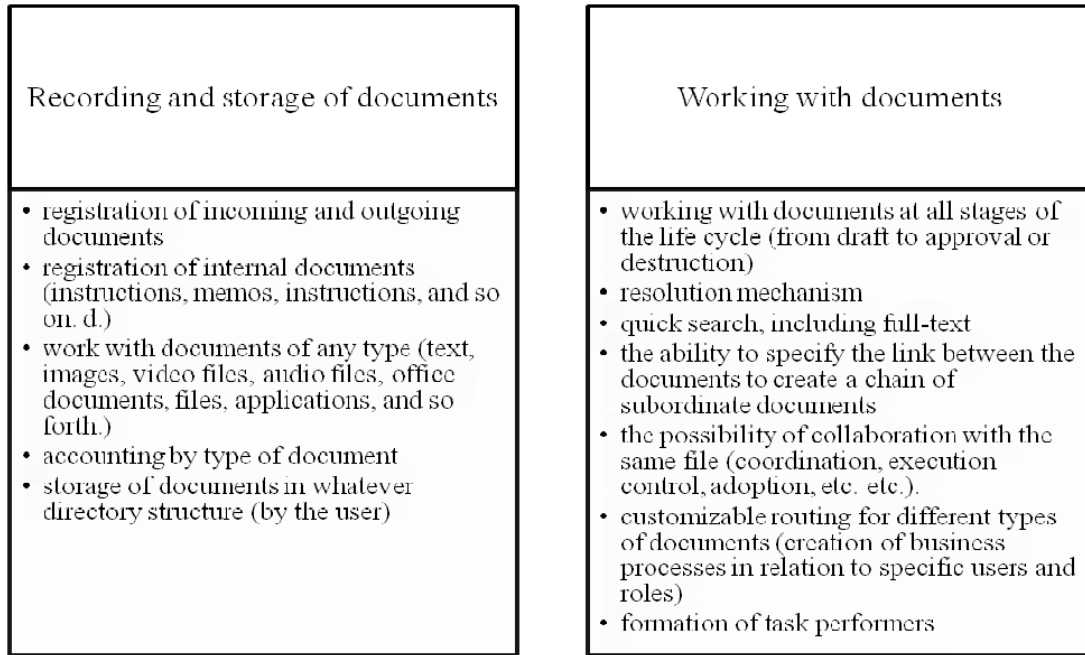
We define the next objectives of the project: elimination of the human factor in the quantity and quality of grain at the reception, path document management, traffic at acceptance / discharge / shipment of grain, reducing the time spent waiting and vehicles at the plant, formation of photo and video material, that become the document system parts on the selection of samples for analysis disputes, exclusion of unweighted unloading grain, unauthorized export of grain from the territory, grain shipment without documents, exception erroneous unloading grain to the designated laboratory, grain pit, preventing the mixing of grain silos of different classes, organization of operational and regulated accounting in one system, obtain correct management information about the quantity, quality and cost of grain in the physical and registered weight.

Automation project for Vinnitsa region will be covered. Project implementation period will be six months. As a result of the project will be automated the following functions:

- Document creation for vehicle registration in the waiting area with automatic creation of electronic document "Invoice on the acceptance of" 1C
- automatic determination of gross weight and the tare weight of the vehicle with the calculation of net grain terminals Tenzo-M unattended weight
- vehicle identification by RFID-bearer, issued by the vehicle driver
- automatic control of the position of the car on the scales photo sensors perimeter control and photographic images of the cabin and the vehicle body at the time of weighing
- Check parameters rapid analysis of grain, received directly from Infratec analyzers

- the direction of transport from the holding area to the point of unloading on the basis of express-analysis of the results
- actual time of registration and place of unloading with the control of conformity of the actual landing place

of the place designated by the production and technical laboratory, automation of core management and obtain industry financial statements for acceptance and shipment, as well as forms of primary documents (RFP).



*Fig. 1. Functional modules of IC:Document Management add-on
[Built by author based on data from [11]]*

The complex project, as an add-on to existing system consists of two components:

1. System "DSP: Elevator. Compound feed plant", which is the intra standard for quantitative and qualitative accounting of crop production on the basis of IC
2. ASKO complex (Automated control equipment), including management software and hardware that is installed on the control points of the enterprise [11]. The project consists of the following stages (Fig.2).

The main results of the project should be to strengthen the document flow control over the production activities of the enterprises, the prevention of theft, receiving "real picture" of existing business processes for acceptance, part storage and shipment. Implementation of this project in Vinnitsa region will enable the company to automate portions of the production process, reduce the complexity of the formation documents, reduce the time to make management decisions during the campaign for collection and storage of the crop on the new elevator.

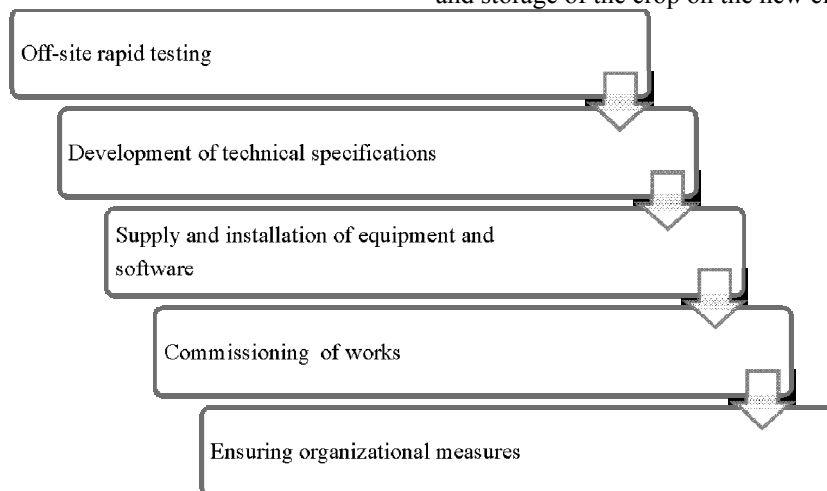


Fig. 2. The proposed document management project life cycle

CONCLUSIONS

Furthermore, it was defined that current document flow organization in "Vinnitsa industrial group" of keeping electronic documentation provides additional opportunities for office, making the process of preparation and document processing more efficient, but at the same time imposes some restrictions and requirements put forward by the company. 1C automation systems of record keeping and documentation of management of the company does not support the full lifecycle of the document flow.

It was conducted the ERP systems market analysis that allows company management to monitor and dynamically control the course of the document control of field work at the business units, promptly make the necessary adjustments. Moreover, it states that the suitable ERP system should be the branch solution that provides includes automation of accounting operations and business processes, providing managers of agricultural enterprises and agricultural holdings, and the possibility of full operational control over the financial and material resources in various analytical sections of the accounting.

As a try out for proposed document management module and in connection with the introduction of new ultra-modern grain elevator in Vinnitsa region with capacity of 100 tons, the we recommend to company's management implementation of a project for the document optimization of business processes acceptance and shipment of grain. The objectives of the project is to improve the performance of the elevator, reducing manual data entry, monitoring the safety of the finished product, reducing the human factor in weighing and determining the quality, as well as in terms of traffic management in the territory.

As a prospect for the future development the key issue was singled out: the main task for company LLC АНС "Vinnitsa industrial group" due to the analysis topic is to improve inner document flow organization within the holding structure to satisfy better and faster the needs and desires of the client. It is important for the enterprise to continue implement the best document flow practice using benchmarking approach, alongside with developing individual solution, that imply upgrading current ERP system to next version and including to it the new functional module for document management. It was defined after conducted market research, foreign and domestic ERP, DMS systems comparison, that the most cost and operationally efficient solution of insufficient

document management will be installation of 1C: Enterprise 8 supplement add-on that covers all necessary document flow stages.

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