

EDO (ELECTRONIC DOCUMENT MANAGEMENT)

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ANNOTATION

In an organization, EDO (electronic document management) allows the user to optimize the process of working with documents at all stages: from design to approval and submission of the finished copy.

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INTRODUCTION

Electronic Document Management (EDM) is a set of automated processes for working with documents submitted electronically without the use of paper media.



Electronic documents in approved forms are an integral part of all accounting software, but for an electronic document to be legally recognized, it must be signed electronically. An electronic document signed with an electronic signature can be used, unless the legislation of the Republic of Uzbekistan explicitly prohibits its use.

Thus, contracts, various invoices, applications, reports, declarations, as well as travel documents, acts and invoices can be electronic documents. Electronic documents are divided into unregistered documents and formal documents.



Unofficial documents - letters, contracts, power of attorney, technical documents and other correspondence are not strictly regulated by the state.

Separate legislation for formalized documents sets strict requirements for the format and rules of transmission.

The document is a document prepared in accordance with the format of the State Tax Service.



The paperwork directly affects the accuracy of tax calculations, so it is important for them to follow all transfer procedures. Executed documents are, for example, electronic invoices.

Although the recommended nature of the format is specified for such documents, companies are required to submit these documents electronically at the request of the tax inspectorate if they are required to approve income tax expenses.

There are two options for setting up an electronic document management system, the first is to enter into an electronic document management agreement with counterparties and to exchange e-signed documents via e-mail. In this case, the user can use a simple electronic signature.

The second option is to organize electronic document management through a special operator. In this way, the company adds to the rules of electronic document exchange.



The main functions of the electronic document management system are:

- Registration of documents;
- Control over the execution of documents;
- Create and work with catalogs;
- Control the movement of paper and electronic documents, keep a history of working with documents;
- Creation and editing of document details;
- Preparation of enterprise document flow reports;
- File system and import documents from the Internet;
- Create a document directly from the system based on a template (direct integration);
- Work with document versions, complex multi-component and multi-format documents, attachments;
- Electronic distribution of documents;
- Work with documents in folders;
- Receipt of documents by scanning and recognition.
- Reduce the cost of access to information and document processing.

The main advantages of electronic document management are:

- Centralized, systematized and structured storage of documents in the electronic archive;

- Reduce the cost of printing, mailing and storing invoices;
- Unified approach to document formation and processing (registration, approval, etc.);
- Reduction of time for delivery, processing and negotiation of documents;
- Speed of signing documents;
- Ability to perform various operations with documents online 24 hours a day: search, download, print, check, reject, as well as track their movement;
- Quick search of documents.

The confidentiality of the exchange is ensured by encrypting documents.

An electronic digital signature (EDS) ensures the identity of the signatory and the integrity of the documents transmitted.

Delivery of electronic documents is guaranteed by the document flow operator.

The use of electronic document management system includes:

- Develops and approves the order of electronic document management;
 - Appoints persons responsible for its maintenance;
 - Organization of electronic archive of received and sent documents;
 - Defines the rules of creation, receipt and storage of electronic documents in the accounting policy, appoints the persons responsible for the formation and signing of electronic documents.
- Every employee who has the right to sign electronic documents must have an electronic signature.



By creating an electronic document management system, an organization can not only print documents, but also store them in an electronic archive.



If necessary, the documents stored in the archive may be published for inspectors by submitting a document signed by the electronic signatures of the parties and approving them in the appropriate order.

LITERATURE

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