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AUTOMATION OF CONTRACTUAL PROCESSES AT THE ENTERPRISE

Practically, every enterprise works with contracts. In most of them, the question of automating the accounting of contracts arises. Some companies want not only to take them into account, but also to manage contracts. Contract management automation has its own characteristics.

Automation of contracts begins with their accounting. Databases with contracts must be visual. When entering the database, the employee must see information about the contract: number, date, counterparty, shipment amount,

payment amount, etc. Moreover, the output of information should be able to be configured by the employee himself.

Thus, the contractual process is one of the most complex and demanding processes that require automation. Contractual work begins from the moment of making a decision on the expediency of concluding a contract and ends with the transfer of the completed contract for storage in the archive.

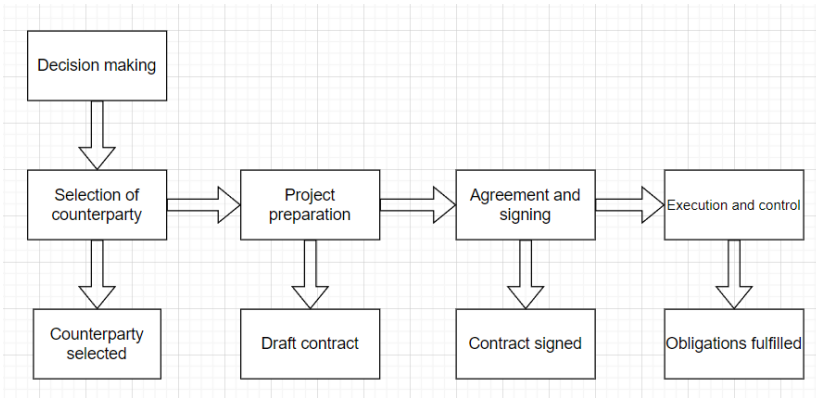


Figure 1 – The main stages of contractual work

The composition and sequence of stages of contractual work are the same for small business organizations working with dozens of contracts per year, and large enterprises with thousands and tens of thousands of contracts per year. The difference lies in the different complexity of the stages themselves.

With the increase in the number of contracts to a thousand per year and more, organizations are faced with an urgent need:

- control the expediency of concluding contracts and the reasonableness of the choice of counterparties;
- to optimize the lists of persons agreeing contracts, with the aim, on the one hand, of minimizing the risks of errors during their conclusion and, on the other hand, of reducing the time for agreement;
- create procedures that ensure the fastest agreement of contracts;
- form a dossier of contracts (or counterparties) using various sources in order to minimize risks;
- organize operational access to the contract (or counterparty) file for all interested parties, including in the territorially distributed company;
- monitor the execution of contracts, including the execution of financial obligations.

The regulation of the contractual process sets the rules that determine the sequence in which decision-making authority passes from one participant to

another. Thus, the regulation is an orderly description of a set of stages for which the responsible parties and the conditions for transition to other stages are specified. The workflow toolkit is designed to automate processes organized in the form of a sequence of stages and designed for collective execution.

Analysis of the problem of automation of contractual processes at the enterprise revealed problems that arise when using technological platforms, namely, they should provide:

- dynamic appointment of the person responsible for one or another stage of the contractual process;
- role organization of processes;
- sending information to interested persons;
- the possibility of modeling business processes;
- storage of all versions of the modified document, which is formed in the course of coordination.

Therefore, there is a need to apply flexible reporting mechanisms and broad integration possibilities with the financial system.