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ELECTRONIC DOCUMENT MANAGEMENT: ADVANTAGES AND DISADVANTAGES OF IMPLEMENTATION
(ЕЛЕКТРОННИЙ ДОКУМЕНТООБІГ: ПЕРЕВАГИ ТА НЕДОЛІКИ ВПРОВАДЖЕННЯ)

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В даній роботі розглядається важливість електронного документообігу для ефективного управління документами на підприємстві. Висвітлено переваги та недоліки впровадження електронного документообігу.
Ключові слова: *електронний документообіг, підприємство, ефективність, програмне забезпечення, документ, інформація.*

This work examines the importance of electronic document management for effective document management at enterprises. The advantages and disadvantages of the introduction of electronic document circulation are highlighted.
Key words: *electronic document management, enterprise, efficiency, software, document, information.*

In the modern business environment, the speed and efficiency of information exchange become key factors for achieving success and maintaining the competitiveness of enterprises. In this regard, there is a need to improve document management systems. One of the main directions is the introduction of electronic document management. This technology allows you to keep an electronic archive, control the flow of documents, carry out assignments, and more. Electronic document management simplifies the joint work of employees with documents and files, increases the efficiency of the team and the enterprise as a whole [1].

Electronic document management is a set of processes that include the creation, processing, coordination, sending, receiving and storage of electronic documents in digital form. The main components of electronic document flow are: electronic document; qualified electronic signature; time stamp.

In our country, electronic document flow is regulated by three laws: "On electronic trust services", "On electronic documents and electronic document flow" and "Law on accounting and financial reporting". The latter refers directly to primary documents. According to these laws, electronic documents have the same legal force as similar paper ones. That is, in the case of tax audits, court hearings, etc., it is enough to submit documents in electronic form [2].

To implement an electronic document management system at the enterprise, it is necessary to have appropriate software. On the Ukrainian market there is a significant number of software products designed for this purpose, among which the most common are:
- M.E.Doc. Business. Software for submitting reports to regulatory bodies and exchanging legally significant primary documents between counterparties in electronic form. In addition, the program includes various modules such as payroll, reporting, etc.
- MASTER: Document management. The software product is designed for the exchange of electronic documents via e-mail and keeping records of all incoming, internal, and outgoing documents and ensures the creation of a unified document storage environment.
- BAS Document Management. A multifunctional software product that allows you to configure business processes and promotes the joint work of employees at the enterprise. The variety of tools and methods included in it allow you to organize electronic document flow, establish control over the performance of tasks, improve work processes and company management, which contributes to increasing the efficiency of the enterprise as a whole. BAS Document Management solves a wide range of tasks related to the automation of

document processing and meets all the requirements and norms of working with documents [3].

Specialized programs that help organize electronic document flow are used both in the private and public sectors. In the private sector, they help reduce labor costs and speed up the paperwork process. In the public sector, the flow of information is optimized, and work with the population is accelerated and simplified [4].

Electronic document management has numerous advantages compared to paper management: - organization of paperwork, the system automatically assigns unique numbers to documents in the order of their receipt, which makes it impossible to duplicate numbers; – thanks to the indication of the date of creation and the deadline, it is possible to plan the execution of documents that arrive according to the queue; – at any time, you can check who exactly works with the document, which ensures its reliable storage and avoidance of losses. Even in case of accidental or intentional deletion, the document can be easily restored; – acceleration of document processing; - round-the-clock remote access, that is, if necessary, you can access the electronic document management system via the Internet from any computer. The employee can work with documents even while on a business trip, on vacation or on sick leave; – it is possible to search in the general database of documents by keywords and expressions; - convenient to work with versions - during editing, the system saves each version. If necessary, you can trace who made changes to the document and when [1].

Despite the obvious advantages, in the implementation of the electronic document management system there are also disadvantages that may prevent the company from implementing it: - you need to spend money on the purchase of the system, which, depending on the number of users, can amount to a significant amount of money; – installation, implementation and debugging take a long time after purchase; – it is necessary to have an administrator in the company's staff who will be responsible for the functioning of the system, perform service actions and solve user issues; - to save information, you need to create a backup copy of the database with documents; - ensuring system security - delimiting access between users, issuing the necessary electronic signatures, protection against intrusion from the outside; - in the absence of an electronic document management system at the partners of the enterprise, it is necessary to ensure the availability of both an electronic and a paper system [1].

In conclusion, we can say that electronic document management is an extremely important tool for optimizing document management at enterprises. It allows you to significantly increase the efficiency, speed and accuracy of document processing, facilitating the collaboration of personnel and ensuring a high level of data security. The implementation of electronic document management can be a key step in modernizing work processes, but requires careful planning and analysis to maximize its benefits and reduce potential drawbacks.

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