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USING SOFTWARE SYSTEMS TO IMPLEMENT PROJECTS ON THE AUTOMATION OF ACCOUNTING AND FINANCIAL STATEMENTS AT SMALL BUSINESSES IN UKRAINE

Abstract: This scientific paper studies the actual issues of the development of accounting automation systems. It was substantiated that the development and the use of the computer system for drawing up accounting reports contributes to speeding-up information processing processes at the companies, and it also improves the organization of them. The available automation systems of accounting and financial statements have been analyzed and the stages of the implementation of above systems used for small businesses have been described.
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Introduction

Today the management of the companies has to take decisions in the conditions of uncertainty and risk and this makes them to exercise continuous control over the different aspects of financial and economic activities. This activity is reflected in an ample amount of documents that contain different information. Correctly processed and systematized, it guaranties to a certain extent an efficient management of the production. And vice-versa, the lacking of reliable data may result in the wrong managerial decision and as a consequence may cause serious losses.

Small business is one of the most actual subjects of entrepreneurship. First of all, this is explained by the fact that particularly the small business can provide real conditions for the economic revival in many areas of economic activities, and the surmounting of economic crisis. At the moment the share of small business in the GDP of Ukraine is within 8% and this is a very low figure in comparison with developed countries in which the share of small business is equal to 50-60% [1]. Therefore, the public authorities finance different economic programs and pass legislative acts that assist the progress of business. The research is also done and new technologies are implemented to do an efficient business.

Materials and Methods

One of the indicators of the efficient operation of small business is the competent record keeping of accounting and financial statements, which is of great importance in the conditions of financial crisis. Today only advanced technologies can provide competitive advantages for the company. Therefore, the automation of accounting and financial statements becomes topical in the field of financial clearing [2]. The advantages of the system are obvious: first of all, the influence of human factor is totally eliminated, because the record keeping is simply ordered. The operation efficiency is increased. In addition, the record keeping automation provides a good opportunity for the strategic planning of business activities on the whole. The data protection function reduces information loss risks. The accounting department is involved not only in the preparation and storage of appropriate information on financial activities of the business but also in the formation of the accounting statements and tax accounts. And today only the automation of accounting and financial reports allows for the successful fulfillment of this function [3].

The domestic scientific literature pays much attention to different aspects of the theory and practice of the automation of accounting and financial reports. Consideration to the accounting

automation problem was given in scientific papers, monographs, manuals and other publications written by S.V. Glushakov, N.V. Brynkov, V.V. Braga, O.P. Iliyin, Y.L. Shevchenko, etc.

Today we visualize the comprehensive implementation of computer-aided information systems (CIS) into the business management sphere. And it is quite clear, because the management automation provides the most tangible effect.

Automation is one of the orientations of scientific and technical progress that makes use of self-regulatory engineering tools and mathematical methods to relieve a person of the participation in the processes of production, transfer and the usage of energy, materials, goods or information, or it provides a substantial decrease of the degree of such participation or the labor input in fulfilled operations [4].

The information system should be selected, when we have a clear view of the prospects of business development and the final outcome expected by the company due to the implementation of such a system. It is necessary to take into account the peculiarities of particular business and accounting record-keeping.

The computer-aided form of accounting (CFA) is based on the use of computers and this is the integrated system of automation of the accounting process starting from the initial data collection through to the receipt of accounting and financial statements [5].

It is not an easy task to find appropriate accounting software. The wide choice of software reduces the task of the chief accountant to the selection of the appropriate program independently of its cost; it can be either cheap or expensive. The best solution for such a situation is to ask an advice of the experts knowledgeable in the field of computer accounting.

Any business independently of its size, including the small business needs to automate the accounting and financial record keeping [6]. The only difference is that software products used by small businesses are easier to download and operate and these do not support complicated operations.

The market of accounting software is rather developed in our country. The "IC" Company enjoys high popularity in the accounting software market. It holds about 50% of the market; the most popular and widely used programs are "IC": Bookkeeping" and "IC: Business" (Fig. 1). In addition, such programs as "BEST", TURBO-ACCOUNTANT", "PARUS", "INFO-ACCOUNTANT", SUPER MANAGER", "ABACUS" and "ACCORD", are also available. Each of them meets the latest requirements of accounting and has certain absolute advantages.
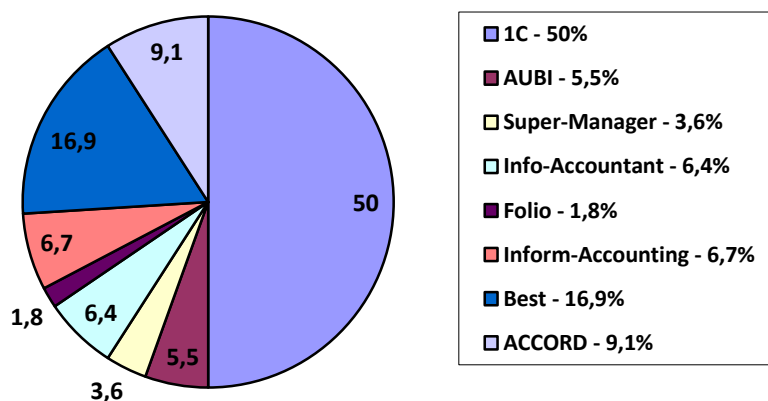

Fig. 1 - The list of accounting software used by domestic companies.

The "IC": Bookkeeping" program is a general-purpose accounting program and it is intended for the synthetic and analytical accounting record keeping for different sections. The program provides an opportunity for the manual and computer-aided postings.

The product is supplemented with the wide list of the fill-in forms of basic documents. However, should any document fail to satisfy the demands of the user he can change the printing form and the fill-in algorithm.

In addition to the product described, the "IC" company promotes to the market its new development called the "IC: Business". This software is the general-purpose system intended for the accounting automation in the commerce, warehousing and analogous fields of company activities.

The "IC: Business" can be adapted for any specific features of the accounting at any specific company using the "IC: Configurator" module that allows us to adjust all the basic elements of software environment, generate and edit the documents of any structure, change their form view and printing forms, and to form the logs for the work with the documents with the function of their arbitrary log distribution.

"AUBI" is a registered name of the integrated software system "Automation of Accounting Work at Small, Average and Large Companies". It can successfully be used for the automation of accounting at the companies involved in different businesses. This software system is of interest for commerce organizations and production companies. Flexible program system enables to adjust "AUBI" to meet the demands of a particular user. The accountant of any company has an opportunity to form the card of accounts; information directories that contain the names of partner companies and their bank references, and the list of persons accountable, meeting the demands of his own.

"AUBI" can be delivered in different kitting. Different program elements can be included or removed from the supplied set in accordance with the desire of the user.

"Super-Manager" is a multicurrency system intended for the automation of accounting work at the companies of a complicated structure of any form of ownership. The accounting system enables to execute such operations as analytical and synthetic accounting, automatic accounting of the foreign exchange difference, leveling the accounting data to any national currency, perform the record keeping in log-orders, ledgers, the balances of any currency and the flexible equivalent-consolidated card of accounts that takes into consideration all individual specific features of the formation of complicated accounting records and consolidation of the data of different companies and their branches.

"Info-Accountant" software enables to produce a balance with all the applications, turnover balance report, ledger, analytical accounting reports on the accounts, logs, vouchers and supplemented sheets, different reports and certificates, the analysis of financial activity with constructed graphs and diagrams.

"Folio" software is intended for the accounting record-keeping for any number of companies on the same computer with the function enabling to get consolidated forms for several companies. It enables to do the detailed financial analysis of the activities in which the company is involved and perform the accounting record-keeping and funds drive accounting in dynamics, to make up the financial balance for the manager and the profit and loss report by the months and years, including analytical indices of currencies, salary. It includes the forecast system of the optimal sales price of the consignment and provides an opportunity for the generation of new reporting forms and embedded multilevel Tables.

"Inform-accounting" has a well thought-out program structure and habitual for the accountant design, full automation of the accounting up to five levels of the analytical accounting, minimum changes in the adjustment of the program taking into account the specificity of particularly your company,

the accounting for several companies at the same workstation. It provides an opportunity to adjust to any changes in the legislation, perform the double-entry bookkeeping, work with any currencies, and it provides password protection for the stored data for any count of years.

"BEST". A distinctive feature of this program is that it is focused on the comprehensive automation of wholesale companies. This product can function both as a local and network option. Structurally, the "BEST" system looks like a set of interconnected program modules that are responsible for the adjustment and system utilities, ledger record-keeping, accounting of cash transactions; accounting of bank operations; accounting of fixed assets, accounting of production resources, accounting of the goods and finished products; sales and distribution management and the salary record keeping.

"ACCORD" is a software system that includes the set of programs that automate different services of the company. The same information environment can be used by the personnel department, planning services, accounting department, procurement and sale management, labor and salary department. The system was developed using the source environment "Atlantis" of the "Atlant –Inform" company [7].

The project on the automation of accounting and financial statements is a complicated multiple-aspect application that enables the company to perform the detailed inspection of financial and economic activities using the appropriate automation system and involving the experts knowledgeable in the methodology of standard configurations used for the automation of accounting and financial statements. This problem cannot be solved without profound knowledge of the system [8].

Should some jobs be excluded prior to the preliminary inspection of the company the implementation of computer-aided system will face the following problems:

- mixed understanding of the tasks, when implementing the accounting system;

- unavailability of interaction and interdependence with other accounting sections and as a result a probability of the crippling of a future computer-aided accounting system;

- relocation of outdated accounting methods from the previous accounting system into a new adopted system. In this case the accounting methods in the adopted system should be adjusted to or comply with the methods of the previous software. In this case the system runs the risk of using old methods and nonoptimal business processes.

One more important point that requires a skilled approach to the decision on the choice of accounting automation system is the data transfer from the used computer-aided accounting system. This is done at the initial stage before the commissioning of

automated system and it is targeted at the analysis of accounting data of the used computer-aided system, the used card of accounts, bank balances and the data of normative -&- reference information. In case of lacking of this implementation stage the following errors may arise:

- misuse of financial accounts of the typical configuration of selected automation system intended for the solution of other accounting tasks;

- incorrect completion of normative-&- reference information (directories, nullary functions);

- misuse of normative-&-reference information (directories, nullary functions);

- adapting the generic plan of configuration accounts to that used by the previous computer-aided accounting system.

One of the important points of the implementation of accounting and financial record keeping is the correctly tailored accounting policy, because any changes affect the document operation and processing algorithms of the entire system. And in this case, the knowledge of a particular subject area (for example, accounting) only helps to solve but not solves all the issues related to the automation of accounting problems. It requires additional knowledge of the accounting methodology and final (routine) operations embedded into the configuration [9].

Selection of the combination of appropriate settings for the accounting policy of the system by the specific company requires much spending on the part of unprepared user (not only time expenditures), because it is necessary to analyze an ample amount of primary sheets and control the procedure balance. A lack of skills may result in a complicated not-easy-to-solve problem (especially using the real base of the company that includes a lot of data and a great deal of economic operations).

One of the important steps on the way to the implementation of computer-aided accounting system is to teach the users how to operate the selected system of accounting and financial record-keeping [10]. The skipping of this work step may cause the following difficulties:

- misunderstanding by the user of the interrelations and interdependence of subsystems and typical configuration objects of integrated automation system;

- misunderstanding and misuse by the users of standard methods of the configuration "IC: Business 8".

- Incorrect completion by the users of the documents of a typical configuration ""IC: Business 8".

- Incorrect interpretation and inoperative use of accounting information by the users of a typical configuration ""IC: Business 8".

To avoid these problems all the users of a typical configuration "IC: Business 8"must be given a proper training. When giving training, it is necessary to take into account not only the specificity of economic operations performed for the accounting section, but also the specificity of movement and processing of the data flow (documents, reports, etc) for the accounting section.

Conclusion

We can thus say that the automation process of accounting and financial record keeping provides for an increase in the efficiency and improvement of the quality of accounting record keeping at the company involved in doing small business due to the adoption of computer technologies. The prospects of adoption of computer-aided information systems for accounting and financial record keeping are directly linked with the efficient operation of business.

Due to the diversity of company activities accounting policy regulations can be subdivided. Availability of points and methods that are not regulated by the normative base resulted in the development of the generic automation system for the accounting and financial record keeping capable of solving many practical accounting tasks. However, the downloading of the software product without the participation of an expert may result in such mistakes:

- the computer-aided system can be started without a proper inspection of financial and economic activities of the company that may result in a poor outcome;

- unskilled approach to the transfer of data from the previously used computer-aided accounting system;

- Mistuning of the accounting policy. These changes affect document operation and processing algorithms of the entire system.

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