REGISTRY

Genesis Document Flow

Oracle technology in support of public institutions

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SOFTWARE CONSULTING

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DOCUMENT FLOW

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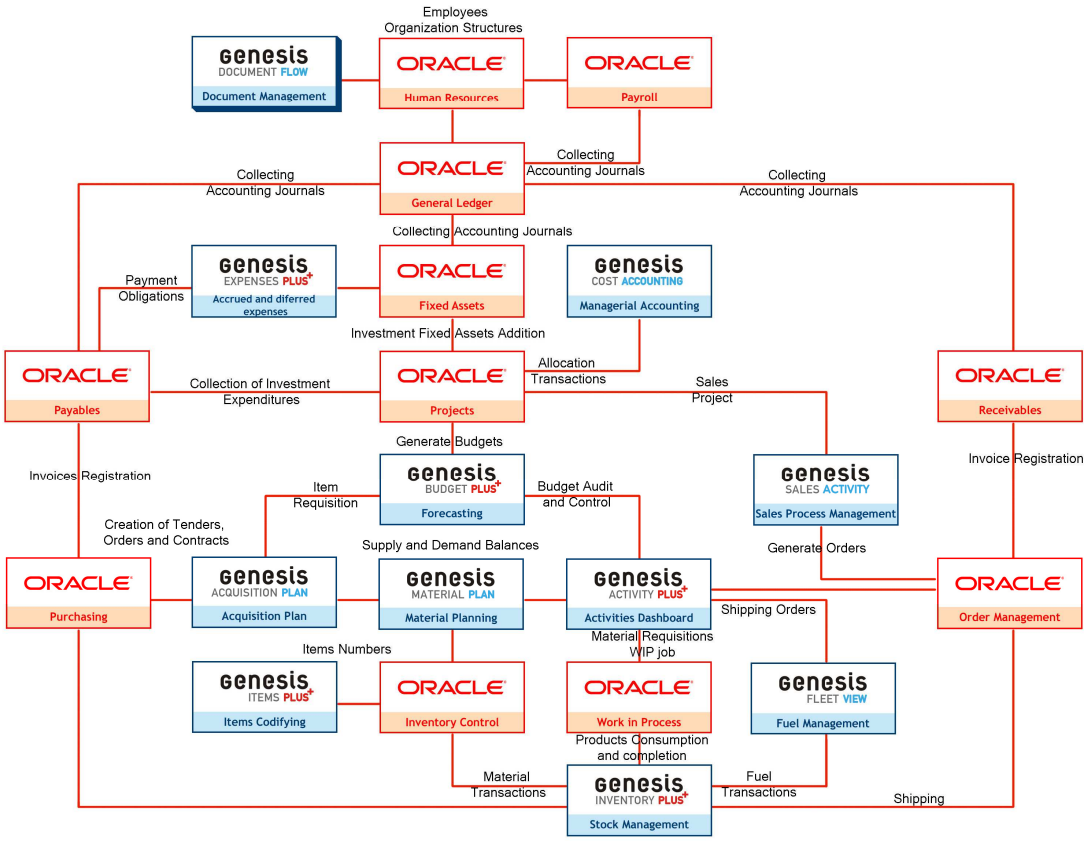
SYSTEM ARCHITECTURE with ORACLE eBS



MANAGEMENT SUMMARY

The importance of having a system of registry and documents tracking is well known for a public institution. The solution consists of a combination of *two processes*, one of recording the documents, and the other of organizing their routing within the respective institution. *Any manager wants to know, at any given time, where to find the documents, people who own them, and how to solve them*. The relationships between legal entities, but also between natural entities and legal entities that have common problems to solve are established through the activity of recording and routing of documents. The documents enable the registration of an activity and are an important source of reference by setting them in an archival fund.

Document Flow (Registry) product manages *the recording* of official documents in an electronic registry, with the possibility of attaching electronic documents and of automatically sending them in the internal ledgers of the department; *the solving* of the documents' content takes place in the internal ledger of the specialized departments. *The General Registry* and *the Internal Ledger* form a unified system of registration, processing and archiving of official documents.

There are a multitude of communication means nowadays which complicate the concept of document and its routing. We communicate by mail, email, fax, etc. By this means, the information is not received classified and filtered, in the sense of separating the official correspondence of interest from the unofficial one.

The routing of documents takes different shapes: can be internal, between departments and officials from the same institution, or can be external, towards another institution, company of natural entity. The routing of documents can be legal, administrative, ceremonial and commercial, by the nature of documents it circulates.

There is also a routing of documents intended only to inform, to notify, to bring to knowledge, and a routing of documents that triggers a process of solving, endorsement, and approval. Approval of official documents can be in paper or electronic format.

Institutions need a unified system for recording and processing of correspondence of official documents to make it possible to track the routing of the institution's documents and acts.

DESCRIPTION

The notion of document has a generic meaning. Under this name there are: correspondence, which consists of: letters, folders and files bearing acts or not, and the acts themselves. There are differences between correspondence and documents: correspondence is a written communication addressed to a person or institution – the act is a written document by means of which a fact is found, an obligation is regulated, etc.; the correspondence may be drawn up and signed by any official duly empowered as correspondent – the acts can be prepared and signed only by officials vested with these rights by an express provision of a normative act.

Genesis Document Flow product, developed with the latest Oracle technologies, manages correspondence and documents attached therein, by a series of *specific features*.

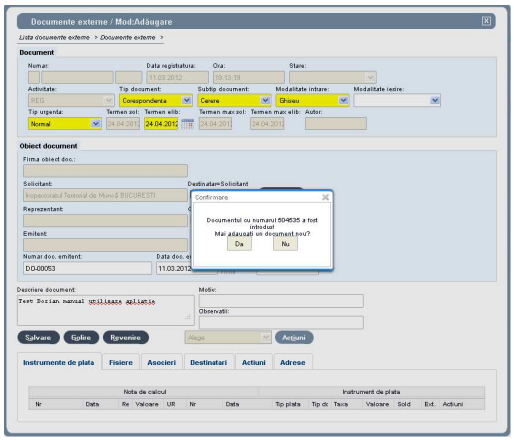
SPECIFIC FEATURES

Recording of external documents in the *General Registry*

External documents entering an organization are recorded as correspondence, as entries in the *General Registry*, and receive a unique registration number, in chronological order. Mail entry is classified by type and subtype. The sender of the correspondence and its representative are registered. The documents attached to the correspondence are described in an index of documents, and the number, date and content information are filled in. The documents are uploaded in electronic format as an attachment to the correspondence.

External correspondence is automatically allocated in the *Secretariat* ledger to be solved. If the *Secretariat* ledger cannot solve the correspondence, then it allocates documents to another ledger or gives a negative reply to the applicant.

Documents recorded or solved in an internal ledger may be issued outside the organization using the *General Registry*.

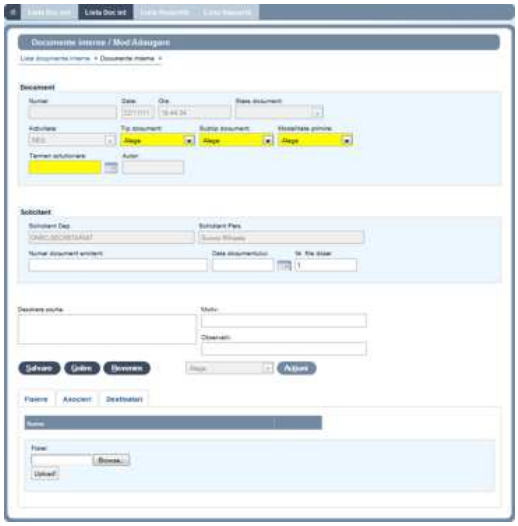


Recording internal documents of a department in the *Internal Ledger*

Internal correspondence, issued by a department to another department or to the *General Registry*, is recorded in the *Internal Ledger* of the issuing/recipient department and receives a unique registration number, in chronological order. Internal correspondence is classified by type and subtype. The documents accompanying the correspondence, if any, are described in an index of documents and are attached in electronic format therein.

Internal correspondence may be completed in the *Internal Ledger* or may be further allocated, for solving, to other ledgers.

Internal correspondence may be allocated for external issue in the *General Registry*.

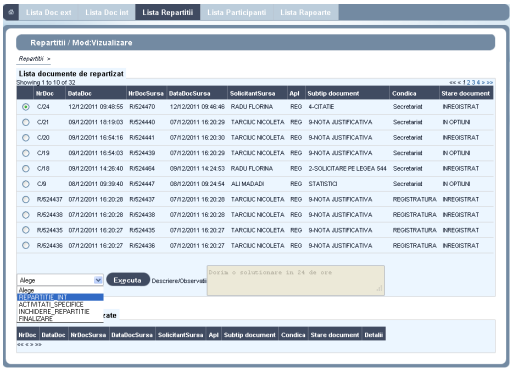


Performing actions that change the status of documents

All documents, in the form of external or internal correspondence, which are active for use, can bear different actions: allocation, taking over, completion, issue, cancellation. Correspondence may go through different states: recorded, pending, and completed. There is an interrelation between states and actions: certain actions can be performed only for documents in a certain state; actions change, in turn, the state of documents.

The screen *Allocations* display all active documents pertaining to a current ledger. The *Secretariat* ledger also shows the external correspondence entered in the *General Registry*.

Completed documents disappear from the list.

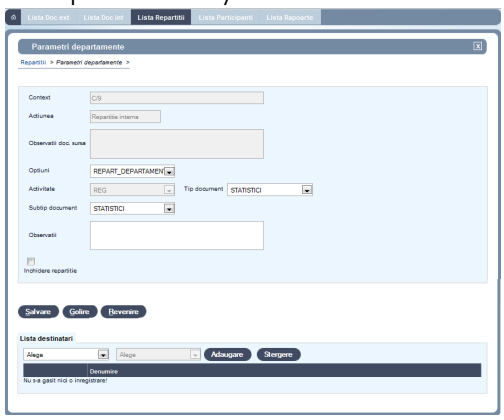


Allocation of documents to one or more departments

Allocation is the most common action that can be applied to correspondence. The allocation enables the routing of correspondence: from the *General Registry* to internal ledgers; from an internal ledger into another; from the *Internal Ledger* back to the *General Registry*. For example, the external correspondence reaches the internal ledger of the Secretariat following an allocation. After the allocation, the correspondence becomes internal, generated from an external source.

Internally recorded correspondence can be issued in the form of external correspondence through the *General Registry*, generated from an internal source. The Secretariat may allocate internal correspondence, for solving, to one or more departments.

For the correspondence allocated from one ledger to another, the recipient has the option to take or reject the document sent. A correspondence may be allocated to one or

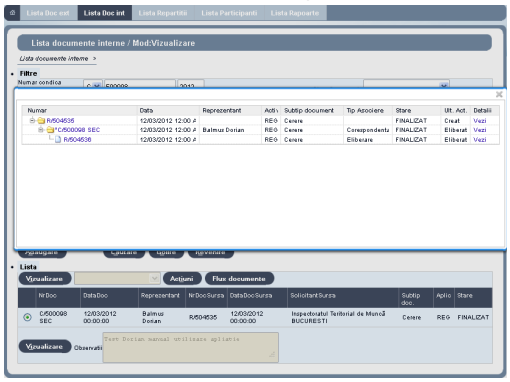


more ledgers or to persons pertaining to the ledgers.

Association of ledger and registry numbers

To track the routing of correspondence between the *General Registry* and ledgers, the internal and external registration numbers are associated in a parent/child type relationship.

Internal ledgers have the option to track the

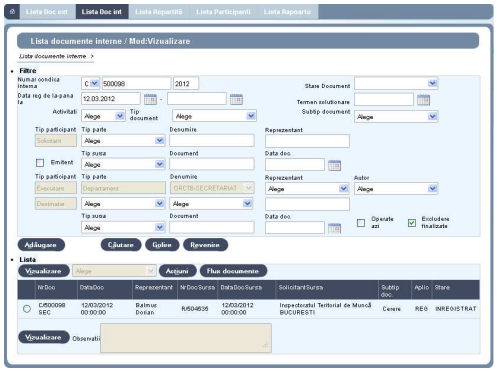


route that the correspondence which passed

through those ledgers has taken or is about to take.

Approvals, rejections, redirects or return to the previous step

Internal correspondence may receive an endorsement or approval by sending it for solving to the ledger of an authorized person. Said person approves, endorses or rejects the correspondence, after which the correspondence returns with a resolution in the applicant ledger. The approver has the possibility to redirect the correspondence to another competent person.



Tracking documents by state, document type, source, origin

The person responsible with the management of correspondence in the *General Registry* and in the internal ledgers can search the database using a complex set of filters: status, document type, source, applicant, recipient, date, number, etc.

Predefined reports

The *General Registry* and *Internal Ledger* application is accompanied by a set of predefined reports: *Double entry registry*, *Department's Ledger*, *Allocations sheet index*, *List of allocations of a document*. These reports can be printed in order to accompany documents when these are physically archived.

HOW WAS THE PRODUCT DEVELOPED

Genesis **Document Flow** (Registry) was developed by covering the issues raised by different customers in implementation projects since the yearly 2000s. It is "Encapsulated" in a modern product, based on the latest Oracle technologies.

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