



ISSN: 0976-3031

Available Online at <http://www.recentscientific.com>

CODEN: IJRSFP (USA)

International Journal of Recent Scientific Research
Vol. 9, Issue, 7(B), pp. 27806-27808, July, 2018

**International Journal of
Recent Scientific
Research**

DOI: 10.24327/IJRSR

Research Article

MANAGEMENT OF BUSINESS PROCESSES WITH REGISTERED ELECTRONIC MAIL (REM)

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DOI: <http://dx.doi.org/10.24327/ijrsr.2018.0907.2335>

ARTICLE INFO

Article History:

Received 11th April, 2018
Received in revised form 9th
May, 2018
Accepted 16th June, 2018
Published online 28th July, 2018

Key Words:

Registered e-mail, paperless office, smart solutions.

ABSTRACT

Surveys indicate that the annual consumption of paper per person per year is around 42 Kg. Total worldwide consumption in kilograms makes up a striking 7-digit number. Perhaps one of the most important ways to be environmentally friendly is to reduce the usage of paper. Paperless office workflows may bring huge environmental benefits and increase office productivity simultaneously. While using the digital world's resources in the best possible ways with the innovative e-transformation solutions we produce, we also strive to preserve our nature and minimize the energy usage. Currently effective users of technology are able to read books and newspapers and follow other resources related to their work through their mobile phones, tablets or personal computers. The future generations may indeed one day forget that wet signature even existed. While that day may still be far away paperless office environments are very much a reality of today and to function, they require smart new solutions to existing problems. In this paper we present some important aspects of paperless office environments and paperless business processes that can be managed effectively through the use of Registered E-mail.

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INTRODUCTION

Digital Transformation in the work environment is a concept that is redefining business models completely across from sales operations to human resources and from production processes to marketing. This change effects everyone's lives, making many processes easier and redefining the services that governments provide to citizens. The governments, corporates, businesses and individuals are a part of this change. One of the important new technologies available in electronic transformations is Registered E-Mail (REM) services and solutions. As this new technology is being disseminated through various work areas and sectors it changes the way the business processes work.

Currently there are no studies explaining the effect of REM solutions for companies and other parties involved in the businesses that are utilizing REM. In this paper we present how REM solutions help the businesses speed up their processes, the advantages of the digital work environment for the company, employees and for the customers, in terms of human resources processes and accounting reconciliations processes.

How Rem is Used In Business Processes

Registered E-Mail Solution to Human Resources (HR)

REM HR helps track all the documents related to the employees including the payrolls in a legal and safe way in the electronic environment.

REM Payroll

Payroll reports are created to show the employees their monthly interim payments in a document. In the traditional payroll creation process after payrolls are printed they are sent to various locations, are signed by personnel in these locations and copies are sent back to the issuing company. Instead of following these traditional steps, REM HR enables the creation and management of payrolls in the digital environment legally and safely.

Advantages of REM HR

REM HR is legally valid, can be used as legal evidence, it protects the rights of the company and the employee, speeds up the HR processes, enables ease of control over the processes, provides time management efficiency, eliminates the need to archive in the traditional sense, eliminates shipping and courier costs, saves papers.

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When a REM is sent the providers are required to save and store the proof of information for 20 years. This provides the employees and the former employees with the ability to access a previously sent REM. REM HR provides ease of access to the legal documents for both the employer and the employee.

REM Reconciliation Solutions in Accounting

What is Reconciliation?

Although the word-definition of a settlement is a settlement, or a deal; the word may express different meanings depending on the area. We will use “reconciliations” as a Reconciliations in terms of accounting.

Why is Reconciliations Necessary?

To prevent invoices from getting lost, to prevent documents from being completed with wrong and missing processing steps, to prevent changes in the dates of documents, and as a legal obligation – Turkish Code of Commerce Clause 94.

Reconciliations processes are generally managed through receiving confirmations over e-mail, through fax or through telephone conversations. If the opposing side does not confirm the process the e-mail, fax or telephone traffic gets longer and longer making the process difficult to manage. Therefore, for companies working with hundreds or thousands of other firms the reconciliations processes can create huge costs in terms of workload and worktime. Reconciliations processes, when not followed closely by firms or when neglected have the potential to create serious legal consequences.

What is REM Reconciliations?

REM-Reconciliations is a web application that provides the companies with the opportunity to compare the previously discussed assets and liability statements with their providers and their customers in the electronic environment in a fast, safe and error-free way. REM-Reconciliations solution carries the Reconciliations connections to the digital environment and therefore provides time and costs advantages while also making the reconciliations environment safe. Which means the solution eliminates the need to waste time with fax or phone for the reconciliations and also eliminates the need to sign reconciliations form by pen.

With REM the periodic reconciliations correspondences are automatically directed by the system and the operations are completed thoroughly and in a timely manner. REM-Reconciliations aims to make the accounting reconciliations process easier than ever by enabling sending all consensus information collectively, displaying all the approvals and refusals at the same time, and by making it possible to follow-up of all these processes on the same screen. REM HR solution takes the electronic consensus and carries it one step forward, and with the REM (registered e-mail) service provides the legal bases of this to the customers. The system, while providing the legal basis of the reconciliations correspondences also provides automatic reminder and automatic sending abilities.

Advantages of REM Reconciliations

The Reconciliations is directly sent to the mail and REM address of the respondent, providing data privacy. Eliminates the possibility of transposition mistakes. If wanted reconciliations processes can be made legally valid thought the

use of REM. Eliminates the use of paper thereby cancelling all costs of printers, telephone, shipping and paper archiving thereby lowers overall costs of the reconciliations operations. Creating reports of the reconciliations processes takes up just a mere second and thus saves time. Enables contacting non-responders with a simple touch of a button. In cases of discrepancies provides the responders and senders with the opportunity to easily compare the correspondences. Enables the viewing of all previous reconciliations processes on the same screen.

CONCLUSION

With the digital transformation in the work and business environments, new technological advances provide businesses with services and solutions such as Registered E-Mail. These services and solutions have the potential to provide businesses, employees and customers with new methods that speed up traditionally time-consuming processes while at the same time providing archiving and legal benefits. To our knowledge this is the first study explaining the benefits of REM in terms of HR solutions and accounting reconciliations solutions. Further studies are needed in this are to clearly define benefits of these new technological services and solutions.

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How to cite this article:

İsmail Çelik *et al.* 2018, Management of Business Processes With Registered Electronic Mail (REM). *Int J Recent Sci Res.* 9(7), pp. 27806-27808. DOI: <http://dx.doi.org/10.24327/ijrsr.2018.0907.2335>
