IMPLEMENTATION OF THE ACCOUNTING RECORDING AND REPORTING SYSTEM AT PT. SINAR ABADI KREATIFINDO

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Abstract

The financial statements of a company provide information that is essential for business owners to make informed decisions. PT. Sinar Abadi Kreatifindo is a partner of this community service. The company is an interior design firm. In the past, the company recorded financial transactions manually and used MS Excel, for example, when it was managing accounts receivable. Due to this condition, frequent recording errors occur and financial reports cannot be generated.

This project is aimed at providing PT PT. Sinar Abadi Kreatifindo with an information system based on MS Access that can provide accurate financial reports. Data were obtained through observation, interviews, document reviews from partners, as well as literature reviews. The accounting information system provided is designed in accordance with EMKM accounting standards to help partners record financial transactions more easily. The system is capable of generating statements of financial position, income statements, statements of change in equity, and cash flow statements. Furthermore, partner can also view and/or produce a list of completed and on-going projects, a list of customers, and its receivables. This project allows partner to obtain accurate financial information and reinforces internal controls. The system designed by the author is still relatively simple and can still be improved both in terms of design and the reports produced.

Keywords: Accounting information system, reporting, internal control

Introduction financial reports are one of the important components in making a company's decision in evaluating performance. MSMEs have an important role in the development of the economic sector in Indonesia. However, the recording carried out by MSMEs in Indonesia is still simple and the financial reports they made are incomplete. Financial statements for Indonesian MSMEs are regulated in SAK-EMKM which consists of 4 (four) reports, namely the income statement, financial position, changes in equity and cash flow (Rawun & Tumilaar, 2019). Complete financial reports can help to maximize performance analysis so that the company is able to take the right strategy in developing its business. PT Sinar Abadi Kreatifindo is an example of an MSME engaged in interior design.

PT Sinar Abadi Kreatifindo has been running for 2 years. This business has a simple recording system that is still semi-manual by using *Microsoft Excel* to record its business transactions. The recording of financial transactions often

presents inaccurate information due to errors made by employees. One of the problems that are often faced by the company is incorrect recording due to the inaccuracy of employees in recording the nominal receivables on the list of receivables and there are some differences when recording payments of these receivables. This type of error made the report unreliable for company decision making.This activity aims to design a reliable accounting record system that is suitable to the needs of PT. Sinar Abadi Kreatifindo to produce financial reports. In addition, the output of this project is also expected to increase effectiveness and efficiency in running and developing business operations
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Method

The type of data used for this activity is primary data. Primary data was obtained directly from the first party through the interview, observation and documentation process. Interviews were done to obtain data in the form of an overview of the client's business such as organizational structure, company identity, operational activities and problems faced by the company. Observation of the client's company were made to obtain direct information related to operational activities and to request transaction data from client. This activity documentation includes the results of system design, preparation of system usage instructions, activity implementation reports. Documentation is also carried out on the implementation of assistance to clients as well as on the dissemination of results.

Discussion

Accounting system design activities are carried out to create accurate financial records for PT Sinar Abadi Kreatifindo in accordance with SAK-EMKM and client needs. This system is made using english as requested from client to make it easier for the user. In addition, this accounting system produces complete financial reports, making it easier for business owners to make decisions for business development. The following is the result of the system designed for the client.

Picture 1. Main Menu
Source: Processed Data (2021)

The main menu in this system displays shortcuts to the desired menu. The main menu consists of the input data menu, financial report menu and other report menu. Input data menu consists the buttons to input the data into the accounting systems such as chart of accounts, customer data, sales journal, etc. Financial report menu consists the main four financial reports according to SAK-EMKM. Other report consists the additional reports that could help PT Sinar Abadi Kreatifindo in in analyzing performance.

Picture 2. Chart of Accounts Form
Source: Processed Data (2021)

The chart of accounts form is used to input the accounts that will be used by the company in recording transactions. This form consists account category which is the account's element and the account detail.

Picture 3. Customer Form
Source: Processed Data (2021)

The customer form is designed to enter information about the customer. This form can be entered by filling in the customer's id, name and address.

Picture 4. Sales Journal Form
Source: Processed Data (2021)

Sales journal form function is to record services purchased by customers. This form can be entered by filling in the invoice number, invoice date, customer

identity number, customer name, type of service ordered, description of the service ordered, debit account number, credit account number, debit nominal and credit amount.

Picture 5. Cash Receipt Journal Form
Source: Processed Data (2021)

The cash receipt journal form function is to record the company's cash receipts due to payment of receivables by customers or transactions regarding cash receipts. This form can be entered by filling in the transaction number, transaction date, description of the project, contact person, debit account number, credit account number and credit debit nominal.

Picture 6. Cash Payment Journal Form
Source: Processed Data (2021)

The cash payment journal form function is to record funds issued by the company such as payment of salaries and operational costs that occur within the company in cash. This form can be entered by filling the transaction number, date, decription, account number debit and credit, amount of debit and credit.

Picture 7. General Journal Form
Source: Processed Data (2021)

The general journal form is used to input transactions that cannot be entered in the sales journal, cash receipt journal and cash payment journal. This form consists of the transaction number, date, description of the transaction, account number, account name, debit and credit nominal.
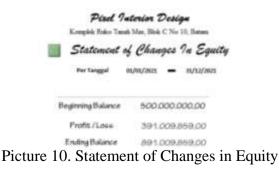

Picture 8. Statement of Financial Position
Source: Processed Data (2021)

Statement of financial position is a report that shows the value of the company's assets and liabilities within a certain period. This report is useful for controlling the balance between funding and investment (Aini et al., 2019).

Picture 9. Income Statement
Source: Processed Data (2021)

Income statement is a report that provides information about the profit or loss generated by the company in the accounting period. Profit or loss is generated from income minus operating expenses incurred during the period. This report is commonly used to measure company performance to maximize company profits (Pinatik & Singal, 2015).

Picture 10. Statement of Changes in Equity

Source: Processed Data (2021)

Statement of changes in equity is a report that provides information about changes in the capital owned by the owner of the company (Pangemanan & Siagian, 2016). This report is made by displaying the beginning balance of the capital then reduced by withdrawals and added or reduced by the company's profit/loss during the current period to generate the ending balance capital.

Picture 11. Cashflow Statement
Source: Processed Data (2021)

Cashflow statement is a report that shows cash activities from operating, investing and financing activities of the company for a certain period (Wehantouw & Tinangon, 2015). This report displays the beginning balance of cash, changes in cash due to activities and the ending balance of cash.

Picture 12. Accounts List
Source: Processed Data (2021)

Accounts list is a report that shows a list of accounts used to record company transactions. To add an account that you want to use, you can input it through the charts of accounts form.

Picture 13. General Ledger
Source: Processed Data (2021)

The general ledger serves to show the ending balance of each account along with details and changes from transactions involving that account for a certain period.

Picture 14. Revenue Report

Source: Processed Data (2021)

Revenue report is a report created specifically to display sales in a certain accounting period. This type of report is divided into three, namely by date, customer and type of service ordered. This report includes sales invoice number, date, invoice amount and total amount of sales.

Picture 15. Project List
Source: Processed Data (2021)

Project list is a list of projects that have not been completed by the company. This list displays the date the project was started, the name of the customer, the description of the project and also the services ordered.

Picture 16. *Accounts List*
Source: Processed Data (2021)

Accounts receivable report will display the amount of receivables that have not been paid by each customer. The report shows the customer invoice number, customer receivable balance and the total amount of receivables held by the company for a certain period.

Picture 17. Accounts receivable subsidiary ledger
Source: Processed Data (2021)

Accounts receivable subsidiary ledger is a more detailed report for receivables that displays details of sales and payments made by customers. This report function is to control the payment of accounts receivable, ending balance of receivables and others.

Conclusion

PT. Sinar Abadi Kreatifindo still uses a simple semi-manual recording system using Microsoft Excel to record business transactions. The recording of financial transactions often presents inaccurate information due to errors made by employees. This makes it difficult for business owners to assess the company's performance and make the right decisions for business development. The solution offered in this activity is to create an interconnected recording system using the Microsoft Access program. This system is able to generate forms to input transactions in a more organized manner and reports that help clients to analyze and determine the right action for the company.

The following are recommendations from the author for the program:

The author hopes that this program will continue to be run and developed so that MSMEs are aware of the importance of financial reports. In addition, MSMEs are expected to use accounting programs so that records become more accurate and reliable. This activity has benefits for PT. Sinar Abadi Kreatifindo such as more accurate data and the system is able to generate reports needed by the owner quickly. However, the system designed by the author is still relatively simple and can still be improved both in terms of design and the reports generated. The business owner has a positive view of this activity and hope that this activity can be further developed in the future.

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