DESIGN AND IMPLEMENTATION OF ACCOUNTING RECORDING SYSTEM AND FINANCIAL REPORTING AT WIRAMAS PALAPA STORE

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Abstract

The purpose of implementing this project is to develop an accounting and financial reporting system at one of the MSMEs in Batam, namely the Wiramas Palapa store. Wiramas Palapa store is a building shop owned by a businessman named Mr. Antoni Wibowo. Wiramas Palapa store is located at Batu Aji Centre Blok B No. 09, but the operational location has moved to the tembesi area. The accounting and financial reporting system at Wiramas Palapa stores still use a book-based system that contains data on purchases, sales, cash expenditures, and cash receipts. The technique of collecting data in this project starts from interviewing, observation, and documentation. There are five stages of practical work in the Wiramas Palapa store, namely evaluating, tidying up, studying, recording, and designing systems and reporting with six months from September - December 2021. The output of this research is a Microsoft Office Access accounting system that records the financial transactions of Wiramas Palapa stores, publishes accurate financial statements including, income statements, balance sheet statements, financial position statements, inventory statements, sales statements, purchase reports, ledgers, residual debt reports, accounts receivables, to asset lists and depreciation, so that owners can make more informed business decisions.

Keywords: *Accounting Records, Systems, Transactions, Financial Reports, MSMEs*

Introduction

In this modern era, technology has become a part of human life. Technology is one form of change that can help a company achieve its goals. The advent of information technology has affected the form and substance of information, as has accounting. Information systems will make it easier for management to produce financial information that is trusted, relevant, timely, understandable, and tested to help decision-making (Paranoan et al., 2019). The development of accounting information systems (SIA) can add value to the company, i.e., produce accurate and timely information. The use of SIA can improve the quality of information, reduce information costs, improve decision-making accuracy, and improve knowledge sharing (Paranoan *et al*., 2019). The output of an accounting information system is information that will be useful in measuring financial performance and producing accurate company financial statements. There are often errors or inaccuracies in the recording in preparing financial statements. In this case, the utilization of

information technology, the use of computers can help gather information more quickly and accurately. Small companies and large companies that are active in carrying out the company's operational activities need a system to control the activities carried out. The critical system is an accounting information system that can process all existing data and produce valid financial statements. This financial statement must contain good and correct data based on the actual circumstances that will produce accounting information that will be used as a basis in a company's decision-making. The company also needs management to decide on all information contained in the financial statements. Indonesia already has many Small, and Medium Micro Enterprises (MSMEs) scattered. Still, not many can grow large due to a lack of knowledge about accounting information, making it very difficult to develop all Small and Medium Micro Enterprises (MSMEs) activities. This lack of knowledge leads to a lack of expertise in financial management and financial bookkeeping, which is then not done by micro, small and medium enterprises (MSMEs) and makes their business not move to develop further. The financial statements also become chaotic and not aberrant, so that it will make Micro Small and Medium Enterprises (MSMEs) difficult in presenting financial statements. Wiramas Palapa store is engaged in the trade-in equipment and building equipment established in 2016. Wiramas Palapa Store is a Small and Medium Micro Enterprise (MSME) that does not have a good accounting recording system, and recording is still done manually. Micro Small and Medium Enterprises (MSMEs) compiled financial statements are only limited to recording sales, receipts and cash expenditures, and receivables every day through manual recording or written on an accounting book. The inventory also does not have a remarkable record, so there is still a difference in stock. The recording conducted by Toko Wiramas Palapa allows for human errors that result in financial statements that are reported to be inaccurate. Based on the background above, the reason for the design of the accounting system is so that entrepreneurs can present decent and correct financial statements. All results and processes will be shown in the work report using Microsoft Access 2013-based computer applications, which are expected to facilitate the Palapa Wiramas Store in preparing financial statements and recording its transactions. In addition, this system will also be made following the needs of the business type of Toko Wiramas Palapa. The activities that will be carried out in this practical work are creating a system and then the implementation process by inputting transactions to display financial statements at Wiramas Palapa Store.

Methods

Data collection techniques are used to collect data related to the research problems they take, which is very important so that the data to be obtained in a study in the form of complete data to produce valid conclusions (Rada, 2021). Data collection or source of data for research is using interview and observation techniques which are primary data obtained directly from business owners and the results of obesity or surveys in the field. There are several methods of collecting data to be studied, namely:

1.   Interview

It is a question between the interviewer and the source to obtain information about the material covered (Harahap & Arifin, 2019). The interview begins with whether the business owner allows using the business he has as an object of practical work activities and asks all information related to the cycle of business operations, business conditions, information about trade goods, and difficulties experienced in accounting records to reports experienced.

2. Observation

The observation methods used in each research activity vary, depending on the research's setting, needs, and purpose (Hasanah, 2017). Observation activities carried out are observing the location of the Store, observing the flow of the Store's operational business, such as purchase transactions with suppliers, sales transactions, receivable and debt repayment transactions, and others, and observing the accounting recording system implemented by Micro Small and Medium Enterprises (MSMEs). Then from the results of this initial observation stage can be conveyed about the effects of the formulation of the problem and how to overcome it, namely by running a new recording system. Observation activities are also continuing to observe how owners and employees of Micro Small and Medium Enterprises (MSMEs) use a designed accounting recording system, whether it has been applied smoothly without constraints, and whether the system implemented has been running effectively and efficiently.

3. Documentation

Documentation also acts as evidence that suitable activities have been carried out. Documentation is usually applied to complete and refine the interview and observation data (Sudarsono, 2017). Activities will be documented as a result of interviews with owners about the work system of Wiramas Palapa Store and collect data conducted by collecting existing documents or files.

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┌─────────────────────────────────────┐
│      Interviews & Observations       │
└─────────────────────────────────────┘
                  ▼
┌─────────────────────────────────────┐
│  Preparation of Accounting Information│
└─────────────────────────────────────┘
                  ▼
┌─────────────────────────────────────┐
│      Designing Accounting System     │
└─────────────────────────────────────┘
                  ▼
┌─────────────────────────────────────┐
│      Accounting Systems Training     │
└─────────────────────────────────────┘
                  ▼
┌─────────────────────────────────────┐
│ System Implementation & Documentation│
└─────────────────────────────────────┘
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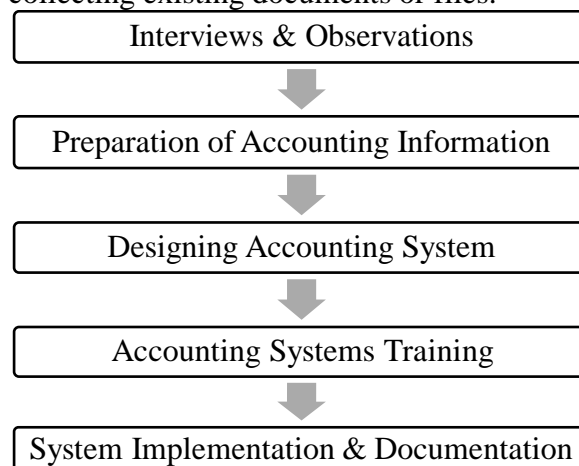
Picture 1.
Process Diagram of Activity Implementing Accounting System Source: Author (2021).

Result and Discussion
Implementation Stage

At the beginning of this stage, identify the problem in the entity, then look for references as supporting material to conduct this research and create a system for workplace practices. References should relate to those to be implemented and as a

guideline basis for conducting research, making systems, and assisting companies. There will be an analysis of whether there is a system running, the problem that is being faced, and the solution or solution of the problem. Then, the design of a system that can provide solutions to solve problems or facilitate the recording of transactions contained in the workplace practice and compile a list of questions that will be asked to the source. The interview results are used to support the creation of a system so that it can be adjusted to complaints or suggestions from sources. System creation will be following the design using Microsoft Access 2013. Along with the system training to the owner of Wiramas Palapa Store, the preparation of a practical work report was guided by the guidance lecturer. If there are shortcomings and errors in the system, improvements will be made. The work report of the practice is then revised based on guidance from the guidance lecturer when needed. The assessment will be carried out by the practice workplace supervisor and guidance lecturer by providing an evaluation of the accounting system that has been designed in operating the system. At the last stage will be an assessment and reporting of the work report and then will be collected to The International Batam University library. This practical work activity is carried out at Wiramas Palapa Store, applied to the accounting section. The implementation of experimental work at Wiramas Palapa Store starts from September 1, 2021, to December 15, 2021.

Implementation Date	Agenda
September 1, 2021 – September 5, 2021	Survey the practice work site and interview with MSME owners.
September 6, 2021 – September 10, 2021	Preparation and submission of proposals to be reviewed and approved by guidance lecturers related to practical work on MSMEs.
September 11, 2021 – September 19, 2021	Learn the standards of accounting and the collection of MSME information.
September 20, 2021 – October 20, 2021	Training, implementation, and evaluation of the system
October 21, 2021 – November 21, 2021	Monitoring and drafting of practical work reports.
November 22, 2021 – November 30, 2021	Visit the guidance lecturer to the practice work site.
December 1, 2021 – December 15, 2021	Finalize the practice work report.

Table 1.
Project Implementation Schedule Source: Author (2021)

Project Output

It has been designed a system that will help Micro Small and Medium Enterprises (MSMEs) in accounting problems in terms of transaction recording and financial reporting. The system is designed using Microsoft Office Access software following the circumstances and needs of micro small and medium enterprises (MSMEs) in a complex manner to facilitate the owner in recording and storing secure operational transactions and the results of detailed financial statements of Small and Medium Enterprises (MSMEs).

1. System Password

Initially opened the accounting system, the emergence of an initial display that shows the command that users enter a password to access the accounting system with more security maintained and certain users who can access the database of Small and Medium Micro Enterprises (MSMEs) Wiramas Palapa Store.
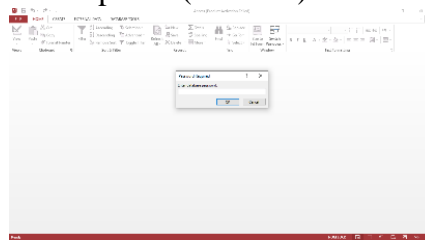
Picture 2.
System Password Source: Author (2021).

2. Main Menu

The main menu is a form head with a function to quickly access the input menu form and the report menu form.
- Input menu is a variety of database form options that are input and a master file.
- Report menu is a variety of report form options.
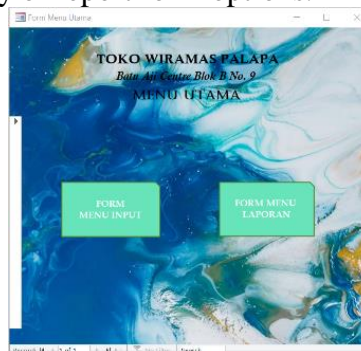
Picture 3.
Main Menu Source: Author (2021).

3. Input Menu

The input menu is the appearance of a form that contains various master database files and input files. Forms are grouped according to the groupings available.

Picture 4.
Input Menu Source: Author (2021).

4. Report Menu

The report menu is a collection of various reports to access the desired report effectively and efficiently.

Picture 5.
Report Menu Source: Author (2021).

5. Chart of Accounts

Chart of accounts is used to enter various accounts used by the MSME. Users can add or remove accounts to adjust the MSME accounting system. The account list form consists of account number, account name, account detail number, account details name, to the initial account balance.
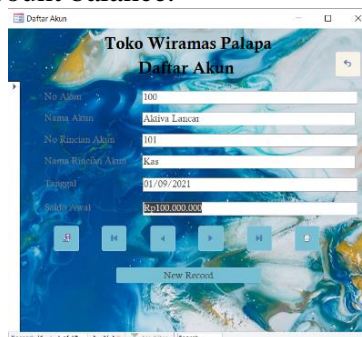
Picture 6.
Chart of Accounts Source: Author (2021).

6. Asset List

The asset list form is used to include various assets used by MSMEs. Users can add or remove MSME assets to adjust the accounting system. The asset list form consists of the asset code, asset name, acquisition price, and asset's economic life.

Picture 7.
Asset List Source: Author (2021).

7.   Inventory
      Inventory forms are used to add to several inventory lists to be sold or remove inventory lists that MSMEs no longer sell. This inventory form consists of inventory code, inventory name, description, and initial inventory stock.

Picture 8.
Inventory Source: Author (2021).

8.   Supplier
      Supplier form is used to add new suppliers or remove old suppliers on MSMEs. This supplier form consists of the supplier code and the supplier's name.

Picture 9.
Supplier Source: Author (2021).

9.   Customer
      A customer form is used to add new customers or remove old customers on MSMEs. This customer form consists of the customer code and the customer name.

Picture 10.
Customer Source: Author (2021).

10. Purchase

A purchase form is used to record and store inventory purchase transactions with suppliers to fulfill MSME operations. This form contains the purchase number, date of purchase, description, account number and name, supplier code, and purchase details.
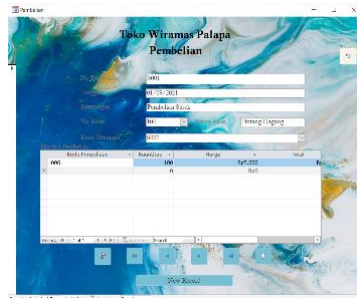
Picture 11.
Purchase Source: Author (2021).

11. Sales

A sales form is used to record and store inventory sales transactions to consumers to fulfill MSME operations. This form contains sales numbers, sales dates, captions, account numbers and names, customer codes, and sales details.
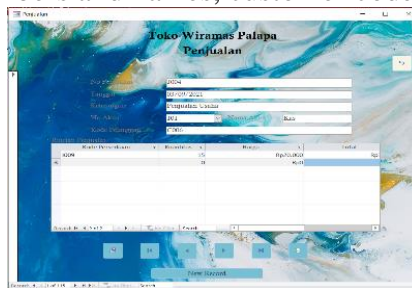
Picture 12.
Sales Source: Author (2021).

12. Cash Receipt

The cash receipt form serves to record transactions that are usually in the form of repayment of receivables from customers in cash. The cash receipt form consists of a column of note numbers, dates of cash receipts, cash receipts, account numbers and account names, and the number of cash receipts.
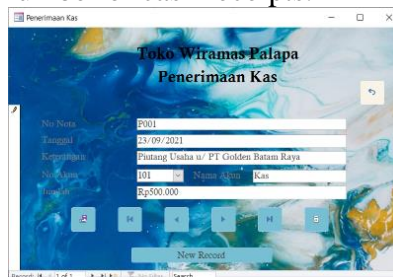
Picture 13.
Cash Receipt Source: Author (2021).

13. Cash Payment

The cash payment form serves to record transactions that are usually in the form of inventory purchases or equipment from suppliers in the form of cash. The

cash payment form consists of columns in note numbers, cash payment dates, cash expenses, account numbers and account names, and the amount of cash paid.

Picture 14.
Cash Payment Source: Author (2021).

14.   Receiveable Redemption

The receivable redemption form is used to record the repayment of receivable transactions that customers have paid. This receivable redemption form consists of sales number, date of sale, description, account number and name, and the receivables repayment amount.

Picture 15.
Receiveable Redemption Source: Author (2021).

15.   Debt Redemption

The debt redemption form is used to record the repayment of debt transactions that MSMEs have paid to suppliers. This debt redemption form consists of the purchase number, date of purchase, description, account number and name, and debt repayment amount.

Picture 16.
Debt Redemption Source: Author (2021).

16.   General Journal

General journal forms are used to record and store MSME transactions. This available journal form consists of transaction numbers, dates, and information. In addition, there is also a table in the general journal form, namely a detailed general journal, which consists of account numbers, debit amounts, and credit amounts.

Picture 17.
General Journal Source: Author (2021).

17. Depreciation Journal

The depreciation journal form is used to record and store asset price reduction transactions, aka depreciation on an MSME asset. This depreciation journal form consists of a depreciation code, date, description, account number, period, and detailed depreciation journal.

Picture 18.
Depreciation Journal Source: Author (2021).

18. Ledger

The ledger view consists of dates, captions, debits, credits, and balance amounts. The ledger also helps MSMEs in the process of checking errors when storing transactions.

Picture 19.
Ledger Source: Author (2021).

19. Income Statement

The income statement shows the total revenue generated when sales occur within a specific time and the cost of goods sold, and the expenses that need to be incurred by MSMEs during the Store's operation within the specified period.

Picture 20.
Income Statement Source: Author (2021).

20. Statement of Financial Position

Statement of financial position serves to display the financial position of MSMEs within a certain working period. This report is used as a guideline for MSMEs to determine decision-making in the next period.

Picture 21.
Statement of Financial Position Source: Author (2021).

21. Purchase Report

A purchase report is a report that displays or displays all purchase transactions in a given period. This report shows purchase number, transaction date, description, supplier name, quantity, price, and total purchase.

Picture 22.
Purchase Report Source: Author (2021).

22. Sales Report

A sales report is a report that displays or displays all sales transactions to customers in a given period. This report shows sales numbers, transaction dates, captions, customer names, quantity, price, and total sales.

Picture 23.
Sales Report Source: Author (2021).

23. Inventory Card

In this report, the inventory code, inventory name, initial stock, stock purchased, stock sold, rest, stock price, and amount of each remaining inventory. This report can be used to make MSMEs decisions to determine whether or not to repurchase an inventory.

Picture 24.
Inventory Card Source: Author (2021).

24. Balance Sheet

The balance sheet report shows the financial position of MSMEs in an accounting period displayed at the end of the period. The report consists of account detail numbers, account detail names, along debits and credits.

Picture 25.
Balance Sheet Source: Author (2021).

25. Sales Credit Report

The sales credit report can help MSMEs know which customers have not paid in full, as well as remind MSMEs. The remaining accounts receivable report displays the date of the transaction, receivables, repayment, and remaining receivables.

Picture 26.
Sales Credit Report Source: Author (2021).

26. Outstanding Payable Report

The outstanding payable report can BE MSMEs know which debts have not been paid in full, also reminding MSMEs to pay the debt paid off. The remaining debt report displays the date of the transaction, debt, repayment, and the rest of the debt.

Picture 27.
Outstanding Payable Report Source: Author (2021).

27. Asset List and Depreciation Report

Asset lists and depreciation reports have the function to display and view assets that have had depreciation or reduction in the price of an asset. This report displays asset code, asset name, acquisition price, economic age, asset group, tariff, and depreciation of an asset.

Picture 28.
Asset List and Depreciation Report Source: Author (2021).

Conclusions

Mr. Antoni Wibowo is a shop entrepreneur who sells various kinds of equipment and building equipment operating at the location of Batu Aji Centre Block B No. 09, Batam City, for five years. But now Wiramas Palapa Store has moved location to tembesi area.The accounting system used by Toko Wiramas Palapa to support its sales operations is still less effective and efficient. Wiramas Palapa store records sales and cash expenditures simply in a written journal. Financial statements are also still recorded manually on and cash basis. In addition, the reported data is also less accurate, which can allow for accidental human error or human error.This practical work activity aims to create a system that contains master data partners to facilitate Mr. Antoni Wibowo as the owner of Wiramas

Palapa Store in processing reliable financial statements and accuracy that can overcome problems often faced the owner by using a software called Microsoft Office Access 2013.After implementing this project, Wiramas Palapa Store has a recording system that was previously manual and has a less accurate nature, now in the form of automatic that is precise and accurate. So that MSMEs do not need to spend time in accounting records. The recording is in input of purchase forms, sales, debt repayment, repayment of receivables, cash expenditures, and cash receipts, and journals, both general journals and depreciation journals. As well as the input of master data in the form of inventory, customers, suppliers, account lists, and asset lists. In addition to recording transactions, financial statements that previously required manual recording and took a long time to make decisions for the next period, now the presentation time is shorter and accurate so that it can make it easier for the owner to make the decision-making process. The amount of supply that previously required manual calculation with the recorded and physical in the stock of the Store inventory, now the report of the remaining inventory can be known in a short time, and physical calculations can be done easily.

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