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## THE IMPLEMENTATION OF GOOGLE SHEET-BASED FINANCIAL REPORTS AT PT SINAR MAKMUR TERANG SEJATI

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### Abstract

PT Sinar Makmur Terang Sejati is a business engaged in finance, namely foreign exchange (forex) which consists of various currencies such as SGD, MYR, USD, and others. PT Sinar Makmur Terang Sejati is located in Komp. Bumi Indah Blok B no 5 and has been established since 2017. The company's financial records have so far been done manually, which may lead to an inefficiency and error proneness. This project aims to solve the problems faced by PT Sinar Makmur Terang Sejati. The method used in this community service activity is scrutinizing qualitative information through interviews and observations. Next, an output design is carried out based on the transaction book. The main output of this activity is a Google Sheet-based financial report that shows a statement of financial position, ending balance and income statement. This community service activity is divided into three main stages, namely preparation (output design), implementation and evaluation (output use) and reporting stage. The implementation of recording financial transactions using Google Sheets in knowing the financial position, ending balance and profit and loss is proven to be able to speed up and simplify the decision-making process for the business run by PT Sinar Makmur. This is also very helpful for management in knowing what foreign exchange balances they have and being able to make transactions as quickly as possible.

**Keywords:** Financial reports, Google Sheets, Foreign Exchange

### Pendahuluan

The business of PT Sinar Makmur Terang Sejati is engaged in foreign exchange trading (forex) and has been established since June 8, 2017 by Mrs. Lesly Natasya Willim and serves as director. PT Sinar Makmur Terang Sejati is located in Komp. Bumi Indah Blok B no 5. PT Sinar Makmur Terang Sejati has 1 employee and is engaged in foreign exchange trading or money changers. The company operates every day at 09.00-22.00 at night. The company's monthly turnover is around Rp. 30,500,000-31,000,000. (Aziz et. al, 2020)

**Metode**

The method used in this community service activity is extracting qualitative information through interviews and observations. The data taken are sale and purchase transactions, proof of transactions such as notes for the period October 2021 to December 2021. The primary data used are the results of observations and brief interviews with shop owners and employees about store history, organizational structure and work operational systems. (Hermawan, 2018)

**Pembahasan**

The author conducted research within a period of 3 months and after analyzing the authors found several problems experienced by PT Sinar Makmur Terang Sejati so that a Google Sheet-based financial reporting system was created. The implementation of this Google Sheet-based financial reporting system can help speed up store performance in transacting with customers. (Kusuma Wardani & Pulung Nugroho, 2018)

**Luaran Kegiatan**

This practical work produces several activity outcomes, including recording transactions, ending balances and profit and loss. Here are the details:

1. Transaction Recording

Transaction recording is the recording of transaction reports that are filled out for a period of 1 month. Transaction recording serves to identify what currency is accepted, the nominal currency received, and the exchange rate of that currency. (Suhartanto & Pamungkas, 2018)

No. Note	Tanggal	No. Ut Nasabah/NO	Jenis mata uang	nominal	kurs	Jenis Transaksi	Rugi/ah Cash/Transfer	total
0001	05-03-21		USD	100	10.500	Penj	Cash	1.050.000,00
0002	05-03-21		MYR	100	3.200	Penj	Cash	320.000,00
0003	05-03-21		USD	100	10.500	Penj	Cash	1.050.000,00
0004	05-03-21		MYR	100	3.200	Penj	Cash	320.000,00
0005	05-03-21		USD	10	10.500	Penj	Cash	105.000,00
0006	05-03-21		USD	10	10.500	Penj	Cash	105.000,00
0007	05-03-21		USD	20	10.500	Penj	Cash	210.000,00
0008	05-03-21		MYR	200	3.200	Penj	Cash	640.000,00
0009	05-03-21		MYR	200	3.200	Penj	Cash	640.000,00
0010	05-03-21		USD	20	10.500	Penj	Cash	210.000,00
0011	05-03-21		USD	200	10.500	Penj	Cash	2.100.000,00
0012	12-03-21		MYR	100	3.200	Penj	Cash	320.000,00
0013	12-03-21		USD	100	10.500	Penj	Cash	1.050.000,00
0014	12-03-21		MYR	100	3.200	Penj	Cash	320.000,00
0015	12-03-21		USD	100	10.500	Penj	Cash	1.050.000,00
0016	12-03-21		MYR	200	3.200	Penj	Cash	640.000,00
0017	12-03-21		MYR	100	3.200	Penj	Cash	320.000,00
0018	12-03-21		MYR	100	3.200	Penj	Cash	320.000,00
0019	12-03-21		MYR	100	3.200	Penj	Cash	320.000,00
0020	12-03-21		USD	20	10.500	Penj	Cash	210.000,00
0021	12-03-21		USD	20	10.500	Penj	Cash	210.000,00
0022	12-03-21		USD	20	10.500	Penj	Cash	210.000,00
0023	12-03-21		USD	20	10.500	Penj	Cash	210.000,00
0024	12-03-21		USD	20	10.500	Penj	Cash	210.000,00
0025	12-03-21		USD	20	10.500	Penj	Cash	210.000,00
0026	12-03-21		MYR	100	3.200	Penj	Cash	320.000,00
0027	12-03-21		USD	10	10.500	Penj	Cash	105.000,00
0028	12-03-21		USD	10	10.500	Penj	Cash	105.000,00
0029	12-03-21		USD	10	10.500	Penj	Cash	105.000,00
0030	12-03-21		USD	10	10.500	Penj	Cash	105.000,00
0031	12-03-21		MYR	200	3.200	Penj	Cash	640.000,00
0032	12-03-21		MYR	200	3.200	Penj	Cash	640.000,00
0033	12-03-21		MYR	200	3.200	Penj	Cash	640.000,00

**Gambar 1** Transaction Recording

**Sumber:** Penulis (2021)

2. Registration of Customer Identification Number

Recording of customer registration numbers is part of recording transaction reports that are useful for identifying customer identities within 1 month.

No. Id Nasabah/BO
▼
▼
▼
▼
▼
▼
▼

**Gambar 2** Registration of Customer Identification Number  
**Sumber:** Penulis (2021)

3. Currency Type List

Recording of currency types is part of recording transaction reports that are useful for finding out what types of currencies are traded within 1 month. For example, SGD, MYR, USD, and others.

jenis mata uang
SGD ▼
MYF ▼
SGD ▼
MYF ▼
SGD ▼
SGD ▼
SGD ▼

**Gambar 3** Currency Type List  
**Sumber:** Penulis (2021)

4. Nominal, Exchange and Total Recording

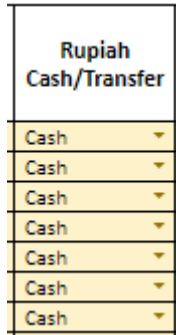
The recording of nominal, exchange rate, and total in the recording of the transaction report is the amount of currency exchanged by the customer multiplied by the exchange rate at that time, so that we get the total or final value of the customer's transaction. This transaction is recorded within 1 month.

nominal	kurs	total	
100	10,500	Rp	1,050,000.00
100	3,200	Rp	320,000.00
100	10,600	Rp	1,060,000.00
100	3,300	Rp	330,000.00
200	10,500	Rp	2,100,000.00
100	10,500	Rp	1,050,000.00
300	10,600	Rp	3,180,000.00

**Gambar 4** Nominal, Exchange and Total Recording  
**Sumber:** Penulis (2021)

5. Cash/Transfer Recording

Recording cash/transfers in recording transaction reports is intended as an indication that the balance we have is in the form of cash goods or in an account, making it easier to find out the company's debts and receivables within 1 month.



**Gambar 5** Cash/Transfer Recording

**Sumber:** Penulis (2021)

6. Final Balance

The ending balance is a report containing the results of transactions within 1 month. Ending balance serves to show the last balance of each currency received and transacted.

Pengecekan Stok Valas (setelah refresh, silahkan pilih tanggal)		Refresh tabel stok valas	
tanggal pengecekan stok valas akhir hari			
(All)			
Cek Perubahan Valas		Jenis Transaksi	
Jenis Mata Uang	Beli	Jual	Total Perubahan Valas
MYR	1,420	(1,420)	-
SGD	570	(570)	-
USD	70	(70)	-
(blank)			-
<b>Total Perubahan Valas</b>	<b>2,060</b>	<b>(2,060)</b>	<b>-</b>

**Gambar 6** Final Balance

**Sumber:** Penulis (2021)

7. Profit and Loss

Profit and loss serves to show the profit from buying and selling transactions between currencies carried out for 1 full month. Profit and loss sums up the gain or loss obtained from the business. (Hasanaj & Kuqi, 2019)

Jenis Transaksi				
Rekap bulanan per jenis mata uang	Beli		Jual	
	Dalam Valas	Dalam Rupiah	Dalam Valas	Dalam Rupiah
2021				
Oct	2,060	11,491,000	2,060	11,731,400
MYR	1,420	4,572,500	1,420	4,716,000
SGD	570	5,948,500	570	6,025,400
USD	70	970,000	70	990,000
		<b>PROFIT (DALAM RUPIAH)</b>		<b>IDR 240,400</b>

**Gambar 3** Profit and Loss

**Sumber:** Penulis (2021)

### **Kesimpulan**

Every business, whether it is small, medium or large, must have clear and accurate financial reports, without clear and accurate financial reports, the company will have difficulty in assessing the net profit and gross profit obtained. Basically people open businesses to make a profit, if the company makes a profit, then the company can continue. The financial report system created by the author for PT Sinar Makmur Terang Sejati is online-based but can only be accessed by the people concerned. In transactions for the October 2020 to December 2020 period, PT Sinar Makmur Terang Sejati concluded that every month the profit value always increases and is recorded accurately.

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