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Design Of Internal Control Systems, Accounting Records, And Financial Reporting Of Cv Multi Metalindo

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Abstract

This activity is carried out to apply the accounting knowledge learned during college into daily business. In addition, this activity also aims to help micro business actors make accurate and correct books and financial reports to reflect the economic situation of the business. The object of this activity is CV Multi Metalindo, a company that has been operating for a long time but still uses semi-manual records in its books, and does not yet have good financial reports. This condition is known by visiting the place of business and also by interviewing. This activity resulted in accounting students designed in the Microsoft Access program so that entrepreneurs can easily make records and the system can automatically generate financial reports. This system can also improve business flow to more efficient and effective business operations.

Keywords: *Financial Statements, Internal Control, Accounting Records*

Introduction

Lately, more and more people are setting up businesses, both small and medium businesses. The business fields they have established are also from various fields, ranging from culinary, industry, tourism and others. However, despite setting up a business well, they often neglect the necessary internal controls and financial records. According to Febriana et al. (2017), the internal control system is a process that is influenced by the commissioner, which is designed with the aim of achieving effective and efficient operational activities, reliability (trustworthiness) of financial reports, and compliance with applicable policies. According to Farahwati (2017), the accounting system is a method and procedure for collecting, clarifying, summarizing, and reporting information related to the operational and financial activities of a company. According to Baridwan (2017), financial statements are a summary of the recording process related to transactions that occur during the financial year concerned. The business partner of the implementation of this activity is CV Multi Metalindo. CV Multi Metalindo is a company engaged in the industry that produces goods from stainless and iron materials to be used as finished or semi-finished products according to customer demand. CV Multi Metalindo is a company that has been around for a long time, but the company does not yet have a programmed accounting record system and still uses a semi-manual recording

system using only Microsoft Excel as a medium for recording its books, so the author decided to design an accounting system based on Microsoft Office Access. In addition to designing the accounting system, the author also makes a flowchart for CV Multi Metalindo so that their internal control can be more effective and efficient.

Methods

The sources used in the report are primary data sources. The research data carried out in the author's data collection was carried out by several methods, that is:

a. Interview

An interview is a meeting of two people to exchange information and ideas through face-to-face questions and answers. The author conducted interviews with representatives of the SME, that is Mr. Oki directly. The author runs the interview process to ask about the company's operational system work procedures.

b. Observation

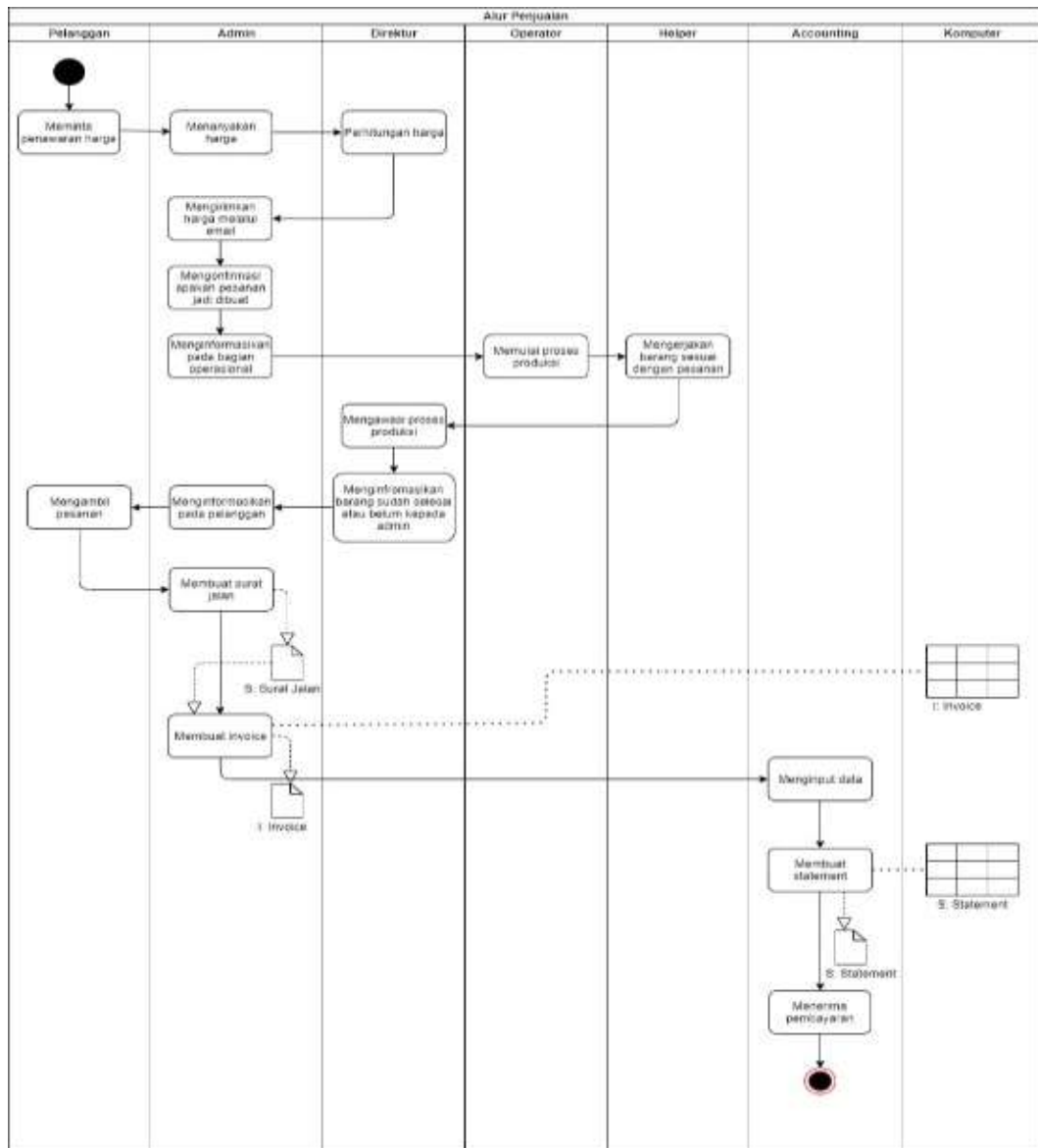
The observation method is a method of collecting data by observing and systematically recording the symptoms being investigated to obtain a real picture of an event or incident to answer research questions. Based on the observations carried out, the authors found that CV Multi Metalindo still records transactions manually and also does not have an effective and efficient system.

Result and Discussion

Business Flow

Based on the results of observations and surveys conducted for the first time, CV Multi Metalindo made sales transactions that were a little complicated and took a little time, that is as follows.

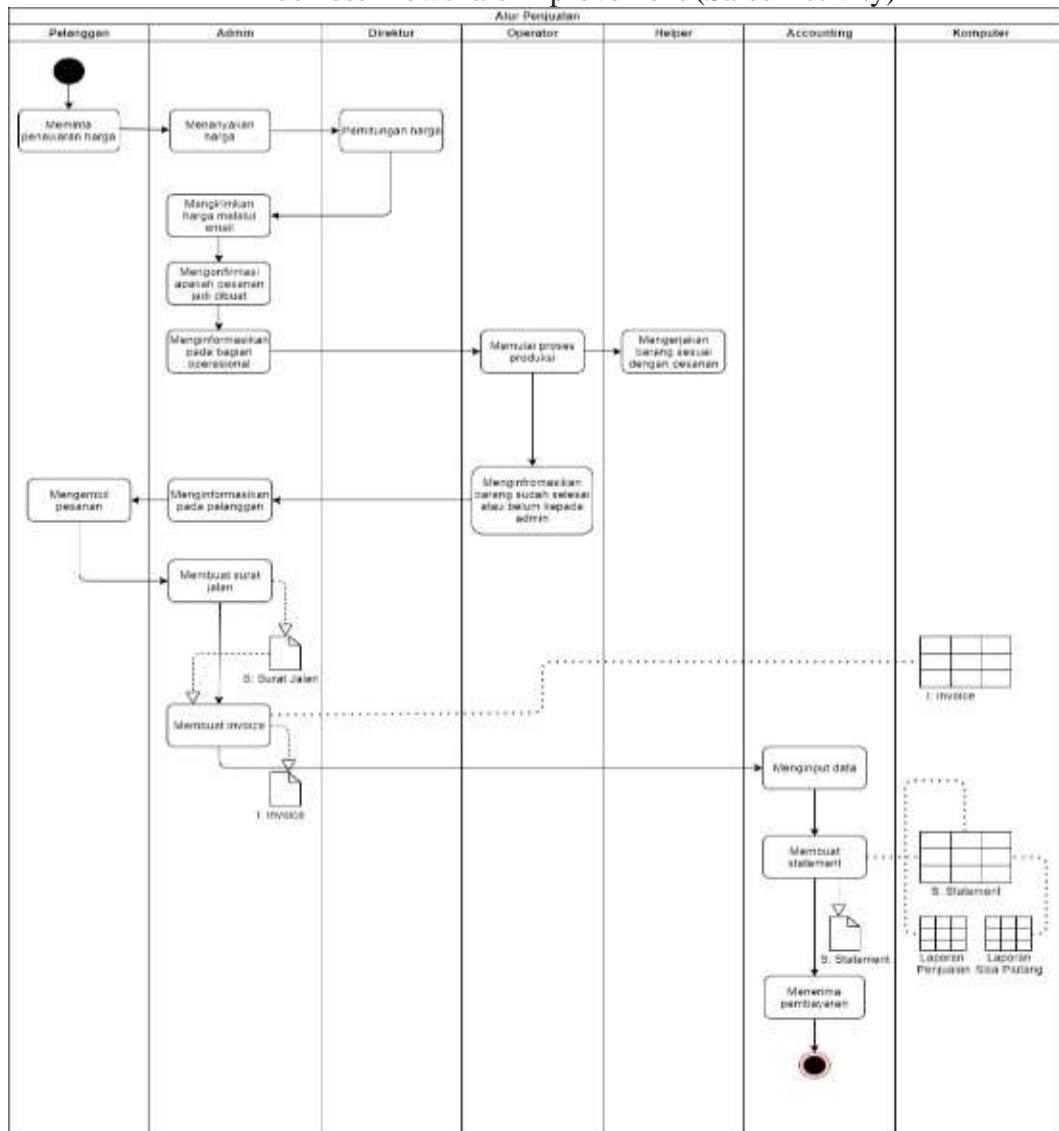
Picture 1.
Business Flowchart (Sales Activity)



Source: Author (2022)

From the sales flow, it can be seen that the director must inform whether the goods that have been made have been completed or not to the admin who makes longer time so that the admin knows the information if the director has other activities. In addition, CV Multi Metalindo does not yet have an adequate report. Therefore, the proposal for an effective business flow is to use the system that has been designed in this activity.

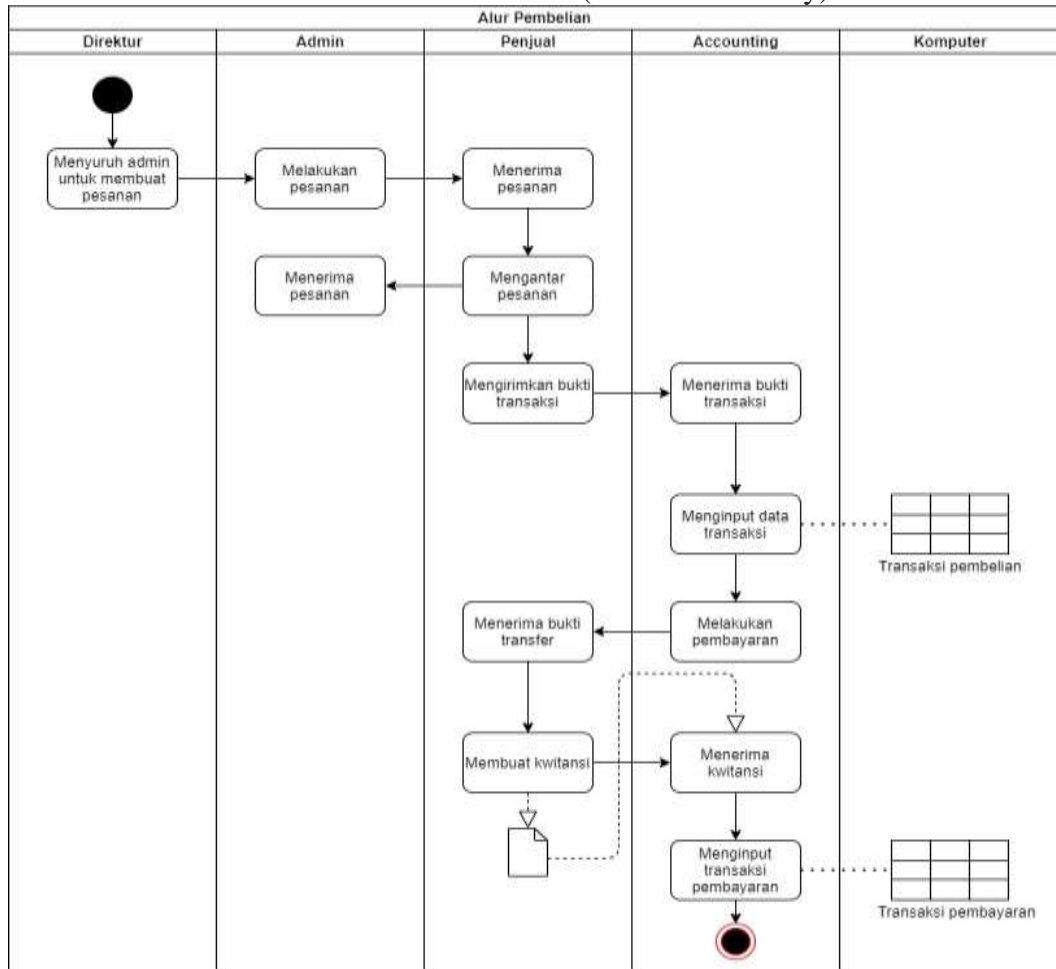
Picture 2.
Business Flowchart Improvement (Sales Activity)



Source: Author (2022)

The sales flow that has been improved makes it easier for admins to obtain information and can immediately inform customers. In addition, two reports are also made, that is a sales report and a remaining receivable report so that the director can find out how many sales per month and how much customer receivables still need to be paid to the company. As for the purchase flow, the purchase transactions carried out are simpler than the sales transactions, that is as follows.

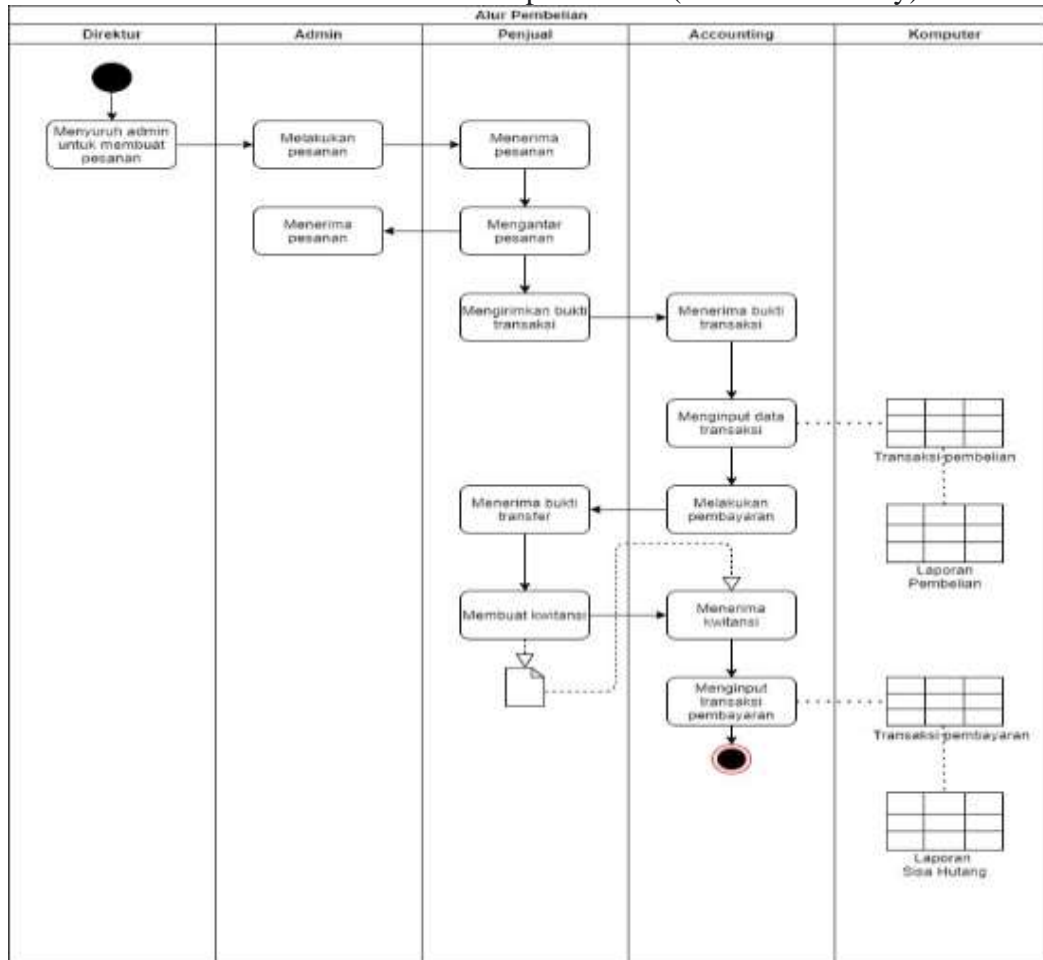
Picture 3.
Business Flowchart (Purchase Activity)



Source: Author (2022)

From the purchase flow, it can be seen that there are no adequate reports regarding purchase transactions. Therefore, the proposal for an effective business flow is to use the system that has been designed in this activity.

Picture 4.
Business Flowchart Improvement (Purchase Activity)



Source: Author (2022)

The proposal for this improvement is to make a purchase report and a remaining debt report to make it easier for the director to find out how much the company spends and how much expenses need to be spent in the following month.

Internal Control System

The internal control system is an important element in the company because with the existence of internal control, the company's goals can be achieved. The following are the elements in internal control.

a. Control Environment

The work environment of CV Multi Metalindo which has few employees makes the working relationship between fellow employees as well as directors and employees quite close. In addition to good working relationships, the organizational structure that regulates the responsibilities of each section is also well implemented so as to facilitate operational activities. In terms of ability, employees can complete the job well in accordance with the work assigned to them. Thus, the control environment of CV Multi Metalindo can be considered good and there are no significant problems.

b. Risk Assessment

The risks that can occur in operations are as follows:

- 1) The risk of price calculation errors by the director.
- 2) Risk of mispricing to customers by admin.
- 3) The risk of goods made not according to the order.
- 4) The risk of damage to the goods during the production process.
- 5) The risk of work accident.

c. Control Procedure

Control procedures at CV Multi Metalindo can be explained as follows.

1) Transaction Data and Record

When a sales transaction occurs, what the admin does is record it into the transaction book. With customer orders via chat, transaction books, and bank account mutations, the director can re-check each sales transaction whether it is in accordance with the customer's wishes or not. So that when employees commit fraud or negligence, the director has evidence that an error has occurred. In addition, to prevent the data that has been inputted from being lost, the data is entered into the G-Drive so that the data will be safe and can be accessed again.

2) Employee Competence

CV Multi Metalindo has employees with promising abilities in carrying out production to orders. In addition, they have quite a lot of experience and they tend to be careful in their work so the possibility of mistakes is very small.

3) Employee Leave

CV Multi Metalindo gives leave to its employees every year as much as 12 times per year. For female employees who give birth, the company will provide leave without any salary deductions. The same also applies to employees who experience work accidents both inside the company and outside the company.

d. Monitoring

Monitoring is carried out by the director every day to ensure orders that have been made are in accordance with customer wishes. In addition, the director also pays attention to how the attitude of employees at work is whether there are people who are lazy or not, whether they serve customers well, and whether employees are able to work together in a team.

e. Information and Communication

Information and communication carried out by the director to employees are well established because the company has only a few employees. So as to make the relationship between directors and employees closer and can streamline the company's operational activities.

Accounting System

After conducting surveys and observations at the business location, the author has understood the shortcomings of business operations in financial recording and reporting. The author uses Microsoft Access to design a system so that it will create adequate financial reports.

a. Main Menu

Picture 5.
Main Menu



Source: Author (2022)

The main menu displays three side menus, namely sales form, purchase form, and reports. The sales form menu has a function to display the sales form, the purchase menu has a function to display the purchase form, and the report menu serves to display reports.

b. General Journal

Picture 6.
General Journal

No	Tanggal	Keterangan	Debit	Kredit
0000	01/01/2022	Pembelian Kas	800	Rp1.343.000
0000	01/01/2022	Pembelian Sisa	100	Rp1.240.000
00001	02/01/2022	Pembelian Cash	100	Rp113.000
00001	02/01/2022	Pembelian Cash	400	Rp113.000
00001	02/01/2022	Pembelian Cash	100	Rp1.120.000
00001	02/01/2022	Pembelian Cash	800	Rp1.120.000
00004	03/01/2022	Pembelian Cash	800	Rp1.400.000
00008	04/01/2022	Pembelian Cash	204	Rp1.000.000
00008	04/01/2022	Pembelian Cash	800	Rp1.190.000
00008	04/01/2022	Pembelian Cash	100	Rp1.400.000
00008	04/01/2022	Pembelian Cash	100	Rp1.000.000

Source: Author (2022)

The general journal contains transactions for large and small cash disbursements along with other costs. The journal records transactions that occur every day and then will be made into the ledger.

c. Ledger

Picture 7.
Ledger

No	Tanggal	Keterangan	Debit	Kredit
0000	01/01/2022	Pembelian Kas	800	Rp1.343.000
00001	02/01/2022	Pembelian Cash	Rp113.000	Rp113.000
00001	02/01/2022	Pembelian Cash	Rp1.120.000	Rp1.120.000
00001	02/01/2022	Pembelian Cash	Rp1.120.000	Rp1.120.000
00001	02/01/2022	Pembelian Kas	Rp1.120.000	Rp1.120.000
00004	03/01/2022	Pembelian Kas	Rp1.400.000	Rp1.400.000
00008	04/01/2022	Pembelian Kas	Rp1.190.000	Rp1.190.000
00008	04/01/2022	Pembelian Kas	Rp1.400.000	Rp1.400.000
00008	04/01/2022	Pembelian Kas	Rp1.000.000	Rp1.000.000

Source: Author (2022)

The general ledger contains the accounts related to the recording of the general journal. The general ledger will later assist in the preparation of financial statements.

d. Sales Form

Picture 8.
Sales Form



No	Nama Pelanggan	Tanggal	Invoice	Qty	Detail	Total
1	PT Bakti Industri Engineering	22/07/2022	0001001	1	4.000.000.000.000	4.000.000.000.000
2	PT Bakti Industri Engineering	22/07/2022	0001002	1	4.000.000.000.000	4.000.000.000.000
3	PT Bakti Industri Engineering	22/07/2022	0001003	1	4.000.000.000.000	4.000.000.000.000
4	PT Bakti Industri Engineering	22/07/2022	0001004	1	4.000.000.000.000	4.000.000.000.000
5	PT Bakti Industri Engineering	22/07/2022	0001005	1	4.000.000.000.000	4.000.000.000.000
6	PT Bakti Industri Engineering	22/07/2022	0001006	1	4.000.000.000.000	4.000.000.000.000

Source: Author (2022)

Sales form is used to record every sales transaction. In the customer name column, the user can fill in the name of the customer who made the sale transaction, the date column contains the date of the transaction, the invoice column contains the document number, the qty column contains the number of goods sold, the description column contains the name of the item, the price column contains the price of the item per quantity, and The quantity column contains the total amount of the customer's order price. After entering the sales transaction, the data that has been inputted can be seen in the following sales sub-form.

Picture 9.
Sales Sub-form



No	Nama Pelanggan	Tanggal	Invoice	Qty	Detail	Total
1	PT Bakti Industri Engineering	22/07/2022	0001001	1	4.000.000.000.000	4.000.000.000.000
2	PT Bakti Industri Engineering	22/07/2022	0001002	1	4.000.000.000.000	4.000.000.000.000
3	PT Bakti Industri Engineering	22/07/2022	0001003	1	4.000.000.000.000	4.000.000.000.000
4	PT Bakti Industri Engineering	22/07/2022	0001004	1	4.000.000.000.000	4.000.000.000.000
5	PT Bakti Industri Engineering	22/07/2022	0001005	1	4.000.000.000.000	4.000.000.000.000
6	PT Bakti Industri Engineering	22/07/2022	0001006	1	4.000.000.000.000	4.000.000.000.000

Source: Author (2022)

e. Purchase Form

Picture 10.
Purchase Form



No	Nama Penjual	Tanggal	Invoice	Qty	Detail	Total
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Source: Author (2022)

Purchase form is used to record every purchase transaction. In the seller's name column, the user can fill in the name of the seller who made the purchase transaction, the date column contains the date of the transaction, the invoice column contains the document number, the qty column contains the number of items purchased, the description column contains the name of the item, the price column contains the price of the item per quantity, and The quantity column contains the total amount of the price of the goods purchased. After inputting the

sales transaction, the data that has been inputted can be seen in the following sales sub-form.

Picture 11.
Purchase Sub-form

Tanggal	No	Uraian	Harga	Jumlah
01/01/2022	000001	1. Peralatan Kantor	10000000	10000000
01/01/2022	000002	2. Bahan Baku	5000000	5000000
01/01/2022	000003	3. Bahan Baku	5000000	5000000
01/01/2022	000004	4. Bahan Baku	5000000	5000000
01/01/2022	000005	5. Bahan Baku	5000000	5000000
01/01/2022	000006	6. Bahan Baku	5000000	5000000
01/01/2022	000007	7. Bahan Baku	5000000	5000000
01/01/2022	000008	8. Bahan Baku	5000000	5000000
01/01/2022	000009	9. Bahan Baku	5000000	5000000
01/01/2022	000010	10. Bahan Baku	5000000	5000000

Source: Author (2022)

f. Report

The report menu contains all reports generated from operational transactions of CV Multi Metalindo. In the designed system, reports that are created automatically are Trial Balance, Income Statement, Change in Equity report, Statement of Financial Position, Sales Report), purchase report (Purchase Report), remaining accounts receivable report (AR Balance), remaining accounts payable report (AP Balance).

Picture 12.
Trial Balance

Nomor Akun	Nama Akun	Saldo
111	Kas	Rp4.000.000
112	Bank	-Rp10.000.000
113	Piutang	-Rp20.000.000
114	Perusahaan	Rp1.000.000
115	Pembayaran Dimuka	Rp0
121	Sewa Dibayar Dimuka	Rp0
122	Tanah	Rp0
123	Gedung	Rp0
124	Akumulasi Penyusutan Gedung	Rp0
125	Mesin Pakir	Rp0
126	Mesin Kantor	Rp0
127	Akumulasi Penyusutan Mesin Pakir	Rp0
128	Akumulasi Penyusutan Mesin Kantor	Rp0

Source: Author (2022)

The trial balance has a display like Figure 12 which contains information about the account number, account name, and the ending balance of each account. At the very bottom of the trial balance is the total of all account balances at the end of the report.

Picture 13.
Income Statement

Nomor Akun	Nama Akun	Labarugi
411	Penjualan	Rp100.000.000
421	Biaya Penjualan	Rp0
431	Potongan Penjualan	Rp0
511	Biaya Bahan Baku	-Rp100.000.000
521	Biaya Tenaga Kerja Langsung	Rp0
531	Biaya Overhead Pabrik	Rp0
541	Biaya Gaji	-Rp10.000.000
551	Biaya Sewa dan Biaya Penyusutan	-Rp10.000.000
561	Biaya Franchise	-Rp10.000.000
571	Biaya Persewaan	-Rp10.000.000
581	Biaya Gaji	-Rp10.000.000
591	Biaya Bunga	Rp0
601	Biaya Lain-lain	Rp0

Source: Author (2022)

The income statement is a report prepared so that the director can find out how much profit or loss the company has experienced. In this system, reports display revenues, costs related to production, and operating expenses that occurred during a certain period. At the end of the report presents the amount of profit or loss generated during a certain period.

Picture 14.

Statemen of Changes in Equity

Jenis (Kode) Tahun Berjalan	Revisi Awal	Saldo	Uji
Rp44.182.936	311	Rp12.908.000	Rp31.282.936

Page 1 of 1

Source: Author (2022)

The statement of changes in equity displays the owner's initial capital, the profit or loss generated during a given period, and the ending balance of equity.

Picture 15.

Statement of Financial Position

Kategori Akun	Revisi Awal	Revisi Akhir	Saldo Akhir
311	Kas		Rp12.908.000
312	Bank		Rp12.908.000
313	Piutang		Rp12.908.000
314	Perdagangan		Rp12.908.000
315	Perdagangan Eksternal		Rp12.908.000
316	Hutang Eksternal		Rp12.908.000
317	Utang		Rp12.908.000
318	Salah		Rp12.908.000
319	Gedung		Rp12.908.000
320	Aksiwa Perawatan Gedung		Rp12.908.000
321	Wakil Peran		Rp12.908.000
322	Hutang Lain-lain		Rp12.908.000
323	Aksiwa Perawatan Mesin		Rp12.908.000
			Rp12.908.000

Source: Author (2022)

The statement of financial position displays the assets, liabilities and equity of the company. On the system, the report displays the account group, account number, account name, and balance of each. At the end of the report, it will present the total balance of the company's assets, liabilities and equity for a certain period.

Picture 16.

Sales Report

Nama Pelanggan	Tanggal Invoice	Jumlah
PT Satria Mahad Engineering	12/07/2022	0011074
	15/07/2022	0011074
	16/07/2022	0011074
	23/07/2022	0011110
	12/07/2022	0011074
	13/07/2022	0011074
	23/07/2022	0011110
		1400000
PT Citra Laksana Tegal	25/07/2022	0011100
		1100000
		1290000

Source: Author (2022)

The sales report contains sales that occurred during a certain period grouped by customer name. The sales report is displayed consisting of the customer name, date, invoice, and sales amount.

Picture 17.
AR Balance

Nama Pelanggan	Tanggal	Tagihan	Pembayaran	Saldo
PT Batam Marindo Engineering	22/01/2022	Rp 730.000	Rp0	Rp 730.000
	22/01/2022	Rp600.000	Rp0	Rp1.330.000
	11/01/2022	Rp1.000.000	Rp0	Rp2.330.000
	11/01/2022	Rp200.000	Rp0	Rp2.530.000
	12/01/2022	Rp0	Rp1.400.000	Rp1.130.000
	11/01/2022	Rp300.000	Rp0	Rp830.000
	11/01/2022	Rp220.000	Rp0	Rp610.000
	11/01/2022	Rp300.000	Rp0	Rp310.000
	01/01/2022	Rp1.400.000	Rp0	Rp1.400.000

Source: Author (2022)

The remaining accounts receivable report displays the remaining receivables that must be paid by the customer to the company. The report presents the customer name, date, invoice, payment and balance.

Picture 18.
Purchase Report

Nama Pelanggan	Tanggal	Invoice	Jumlah
CV Indo Chakra Mandiri	01/01/2022	C/0002	Rp400.000
	01/01/2022	C/0003	Rp4.200.000
27/0000			
PT Brg Bala Jaya	01/01/2022	B/0000	Rp10.100.000
	01/01/2022	B/0000	Rp200.000
	01/01/2022	B/0000	Rp470.000
	01/01/2022	B/0007	Rp5.900.000
	01/01/2022	B/0000	Rp400.000
	01/01/2022	B/0000	Rp2.000.000
	01/01/2022	B/0030	Rp2.300.000
	01/01/2022	B/0011	Rp2.900.000

Source: Author (2022)

Purchases report is a report that displays purchases that occurred during a certain period. The purchase report presents the customer's name, date, invoice, and number of purchases made during a certain period.

Picture 19.
AP Balance

Nama Pelanggan	Tanggal	Tagihan	Pembayaran	Saldo
CV Indo Chakra Mandiri	01/01/2022	Rp400.000	Rp0	Rp400.000
	01/01/2022	Rp4.200.000	Rp0	Rp4.600.000
27/0000				
PT Brg Bala Jaya	01/01/2022	Rp10.100.000	Rp0	Rp10.100.000
	01/01/2022	Rp200.000	Rp0	Rp10.300.000
	01/01/2022	Rp470.000	Rp0	Rp10.770.000
	01/01/2022	Rp5.900.000	Rp0	Rp16.670.000
	01/01/2022	Rp400.000	Rp0	Rp17.070.000
	01/01/2022	Rp2.000.000	Rp0	Rp19.070.000
	01/01/2022	Rp2.300.000	Rp0	Rp21.370.000
	01/01/2022	Rp2.900.000	Rp0	Rp24.270.000

Source: Author (2022)

The remaining debt report is a report that displays the remaining debt that must be paid by the company to the seller. The outstanding balance report displays the seller's name, date, invoice, payment, and balance.

Results After Implementation

After the implementation process is carried out, the current condition of CV Multi Metalindo is different from before. The differences that occur are as follows.

- a. Transaction recording is easier and faster because it no longer uses the manual method where transactions have to be written on paper.
- b. Calculation of the remaining debt and receivables can be done easier and faster because it does not need to be done manually.
- c. With the system, directors can easily view business financial reports at any time such as current income, business assets, and others like other companies. In addition, the financial statements can also be used by directors in making future decisions.

Conclusions

CV Multi Metalindo is a company engaged in the industry that produces goods from stainless and iron materials to be used as finished or semi-finished products according to customer demand. CV Multi Metalindo is a company that has been around for a long time, but the company does not yet have a programmed accounting record system and still uses a semi-manual recording system using only Microsoft Excel as a medium for recording its books, so the author decided to design an accounting system based on Microsoft Office Access. After using the system, employees of CV Multi Metalindo receive advantages such as finding information in certain transactions easier, making it easier for employees to prepare financial reports, and various other functions. In addition, the system also helps in streamlining the business flow and the already good internal control becomes more effective.

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