



Cash Receipt and Disbursement System on Micro Small and Medium Enterprises

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Keywords: *Cash Receipt System, Cash Disbursement, Descriptive Method*

Abstract:

The purpose of this final project is to determine the system of cash receipts and disbursements in CV. BERDJUANG. The method used in writing this final project is descriptive method. This writing uses primary data and secondary data obtained from CV. BERDJUANG. The data source comes from internal data. How to collect data through observation, interviews, and documentation collected from CV. BERDJUANG.

Based on final project research, the cash receipt system in CV. BERDJUANG is good, it's just that there is no petty cash. Cash disbursement system on CV. BERDJUANG is good enough, it's just that there are often errors in the calculation of money with cash records, but it has been resolved by the company's leaders.



Introduction

A good system is expected for a company, both manufacturing companies, trading companies as well as service companies when carrying out their business operations (Oláh et al., 2019). In a company a system is needed to form a good and orderly company performance. With a good system, the company's performance will be more regular and can avoid various frauds and irregularities (Fernandhytia & Muslichah, 2020), so that the company will be able to realize the main goal of the company, which is to get the maximum profit possible.

To achieve this goal, the company must be able to increase its sales. Sales of goods or services can be done by selling in cash or on credit (Rusdiyanto et al., 2019). "Cash sales are carried out by the company by requiring the buyer to pay the price of the goods first before the goods are handed over by the selling company to the buyer. After the money is received by the company, the goods are then handed over to the buyer and the cash sale transaction is then recorded by the company" (Purnamawati et al., 2018). The application of an accounting system for cash receipts and disbursements will greatly help companies provide important information in decision making and make predictions about the company's future as well as company policies so that cash abuse does not occur. With a good cash receipts and disbursements accounting system, it can support the success of activities operation of a company.

According to Mulyadi (2016: 3) "The accounting system is the organization of forms, records and reports that are coordinated in such a way as to provide financial information needed by management to facilitate the management of the company". The purpose of the accounting system is to provide information for the company so that the company can improve the information produced by the existing system whether or not it is in accordance with a good internal control system.

CV. BERDJUANG is a company that accepts the sale and purchase of agricultural products. Examples include cloves, copra, chocolate, black pepper, white pepper, areca nut, rinu, kapol, and coffee. This company does not have gardens to get produce, but gets goods from consumers who sell them, then collect them in warehouses until the goods are plentiful. When there are a lot of goods in the warehouse, they are then sold back to their business partners.

Recording cash receipts and disbursements on the CV. BERDJUANG is done manually, the data that has been recorded and stored on the computer will be stored for one current period. CV. BERDJUANG more often spend cash, because more people are selling goods than buying goods, Cash disbursement system on CV. BERDJUANG is done by Cash, Bank Transfer, and Cheque. And for cash disbursements the amount is less than Rp. 20,000,000 done in cash. However, cash disbursements transactions in CV. BERDJUANG uses more Cash. The check is usually used for payment of goods above Rp. 100,000,000. While Bank Transfer is used to pay for the goods above IDR 20,000,000. Therefore, the formulation of the problem in this study is (1) How is the cash receipts accounting system on CV. BERDJUANG? (2) How is the accounting system for cash disbursements on CV. BERDJUANG?

Research Method

The writing method used by the author is a descriptive method, which will be described by the author is the Receipt and Expenditure System on the CV. BERDJUANG. The type of data used in writing this final project is secondary data. Secondary data used by the author comes from: books, reports, journals, and others. The data source used by the author to obtain data is internal data. Internal data is original data that describes the situation and conditions in an organization internally, this data is generated through own research, not data from other people.

Data collection in research at CV. BERDJUANG Rangkasbitung using the following 2 ways: Observation and Documentations. Observation is a data collection method that is carried out by direct observation, viewing and retrieving the required data at the place where the research was conducted. Observation can also be interpreted as a complex process. Data collection is carried out in CV. BERDJUANG Rangkasbitung. Documentation is a data collection by looking directly at the sources of related documents. In other words, documentation is the retrieval of data through written or electronic documents. Used to support the completeness of other data.

This research was conducted at CV. BERDJUANG which is located on Jl. Professor DR. Engineer Soetami No.47, Cijoro Pasir, Kec. Rangkasbitung, Kab. Lebak, Banten. This research was conducted for 1 (one) month starting from January 11, 2021 to February 11, 2021.

Result and Discussion

CV. BERDJUANG is a company engaged in agricultural products such as Cloves, Copra, Chocolate, Coffee, Pepper, Kapol, Areca. CV. BERDJUANG was founded and managed by the family of Mr. Mulyadi Mulya since 1992 under the name CV BERDJUANG store and was registered as a company as CV. BERDJUANG since 2014. Currently, Mr. Mulyadi Mulya as the initiator works as the owner. CV. BERDJUANG has activities in the procurement and distribution of clove products for cigarette factories in Indonesia, such as PT. Gudang Garam, PT Djarum, and PT. Sampoerna.

Cash Receipt System on CV BERDJUANG

"Cash receipts are cash received by the company in the form of cash or securities that have the nature of being immediately usable, originating from company transactions or cash sales, settlement of receivables, or other transactions that can increase the company's cash. The largest source of cash receipts for a trading company comes from cash sales transactions. Mulyadi (2016:379).

The functions involved in the cash receipt system from cash sales are Mulyadi (2016:385):

1. Sales function, this function is in the sales order section which is responsible for receiving orders from buyers, filling out cash sales invoices and submitting invoices to buyers for the purpose of paying the price of goods to the cash function.

2. Cash function, this function is in the cash section which is responsible for cash receipts from buyers.
3. Warehouse function, this function is in the warehouse section which is responsible for preparing the goods ordered by the buyer and submitting the goods to the delivery function.
4. Delivery function, this function is in the shipping department which is responsible for wrapping the goods and delivering the goods that have been paid for to the buyer or delivery service.
5. Accounting function, this function is in the journal section which is responsible for recording sales transactions and cash receipts and making sales reports.

The accounting records used in the cash receipts system from cash sales are as follows Mulyadi (2016:391)

1. Sales journal, used by the accounting function to record and summarize sales data.
2. Cash receipts journal, used by the accounting function to record cash receipts from various sources including cash sales.
3. General journal, in cash receipts transactions from cash sales, this journal is used by the accounting function to record the cost of goods sold.
4. Inventory cards, in cash receipts and cash sales transactions, inventory cards are used by the accounting function to record the reduction in the cost of goods sold.
5. Warehouse card, this record does not include accounting records because it only contains data on the quantity of inventory stored in the warehouse, this record is maintained by the warehouse function to record mutations and inventory of goods stored in the warehouse.

The documents used in the cash receipt system from cash sales are as follows Mulyadi (2016:386):

1. Cash sales invoice, this document is used to record various information required by management regarding cash sales transactions.
2. Cash register tape, this document is generated by the cash function by operating a cash register machine.
3. Credit card sales slip, this document is printed by the credit card center of the bank that issued the credit card and submitted to the company (called the merchant) who is a member of the credit card
 - a. Bill of lading, this document is proof of delivery of goods from the company selling goods to the public transportation company
 - b. COD sales invoice, this document is used to record COD sales.

- c. Proof of bank deposit, this document is made by the cash function as proof of cash deposit to the bank.
- d. Cost of goods sold recapitulation, this document is used by the accounting function to summarize the cost of goods sold during a period.

Cash receipts on CV BERDJUANG comes from the sale of agricultural products, for example: cloves, copra, cocoa, pepper, areca nut, coffee, rinu. Application of cash receipts accounting system on CV BERDJUANG is an important part in determining success in achieving goals. The system by CV BERDJUANG is very necessary considering it is a companion control tool in ensuring a consistent recording and reporting process.

The process of receiving cash at CV BERDJUANG starts from the supplier asking for samples of the goods, then the head of the warehouse takes samples to be given to the supplier, if the goods match the supplier immediately makes a transaction with the main director, after the transaction process is complete the director orders the head of the office to make a record of cash receipts, then the director ordered the head of the warehouse to prepare the goods to be sent to the supplier, when the goods are ready to be sent, the head of the warehouse will make a travel document for the driver who delivers the goods to the supplier, after the goods arrive at the supplier, the cash receipt process has been completed. In implementing this policy, on December 1, 2019 CV BERDJUANG made a record in accordance with company regulations, namely by recording transactions into the cash receipts book.

The application of the accounting system on cash receipts for the sale of goods, namely: The employee logs in to the sales system, then receives a purchase order, then the employee fills out a sales note, prints a sales note, after that the employee receives money for the sale of goods from the buyer, then the employee makes a daily sales report, then the daily sales report and the money from the sale of goods is deposited into the treasury. Then the daily sales report and the money from the sale of goods deposited into the treasury are recorded in the company's cash record, after which a daily cash report is made. Daily sales reports as well as money from the sale of goods that have been recorded are deposited by the treasury to the director, after that it is stored in the company treasury and proof of deposit is made by the director. The journal section uses daily sales reports to be recorded in the sales journal. Daily cash reports are recorded in the cash receipts journal. And the recapitulation of the sale of goods and proof of deposit of the director is recorded in the general journal.

The data stored in the system may be used again in the future. This stored data must be updated to maintain up-to-date data regarding daily sales reports, daily cash reports, cash receipts journals, and general journals.

Cash Disbursement System on CV BERDJUANG

According to Mulyadi (2016: 425), cash disbursements in the company are carried out using checks. Cash disbursements which cannot be made by check (usually because the amount is relatively small), are carried out through a petty cash fund which is maintained in one of two systems: a fluctuating-fund-balance system and an imprest system.

Cash disbursement by check has merit in terms of the following internal control Mulyadi (2016:425):

1. With the use of a check on behalf of, the issuance of the check will be accepted by the party whose name is in accordance with what is written on the check form. Thus, cash disbursement by check guarantees the receipt of the check by the party intended by the paying party
2. The involvement of an outside party, in this case a bank, in recording the company's cash disbursement transactions. With the use of checks in each company's cash disbursements, cash disbursements transactions are also recorded by the bank, which periodically sends a bank statement to its customer company. This bank statement can be used by the company to check the accuracy of the company's cash transaction records recorded in the cash receipts and disbursements journal
3. If the banking system returns the canceled check to the check issuer, cash disbursement by check provides additional benefits for the company issuing the check by being able to use the canceled check as a cash receipt from the party receiving the payment. By using a check in cash disbursement, the check issuer will automatically receive a cash receipt from the party receiving the payment.

The documents used in the cash disbursement accounting system by check are Mulyadi (2016: 426):

1. Proof of cash out, this document serves as a cash disbursement order to the cashier section.
2. Check, which is a document used to order the bank to pay a sum of money to the person or organization whose name is listed on the check.
3. Check Request, this document serves as a request from a function that requires cash disbursements to the accounting function to make proof of cash outflows.

The accounting records that should be used in the expense accounting system by check according to Mulyadi (2016:428) are:

1. Journal of cash disbursements (cash disbursement journal). In recording debt with an account payable system, to record purchase transactions, a purchase journal is used to record cash disbursements, a cash disbursement journal is used.

2. Register check. In recording debt with a voucher payable system, two journals are used to record purchase transactions, namely the cash out receipt register and the check register.

Cash disbursement system on CV BERDJUANG is used for: Paying employee wages, buying food for employees, paying for produce if someone sells it, buying office equipment, internet fees, transportation costs etc. Application of cash disbursements accounting system on CV BERDJUANG is an important part in determining success in achieving goals. The system by CV BERDJUANG is very necessary considering it is a companion control tool in ensuring that there is a consistent recording and reporting process.

The cash disbursement process at CV BERDJUANG starts from the supplier coming to bring the goods to be sold, then the warehouse head checks the goods brought by the supplier, if the goods are good the goods are immediately weighed and recorded in the note book, then the warehouse head gives a note to the head office, then the head the office records notes on the application on the computer so that the data is not lost, when it is recorded, a payment note is issued will be submitted to the director, the director will immediately give money to the head of the office to pay for the goods brought by the supplier, then the head of the office directly pays the money to the supplier. The cash disbursement process has been completed.

The problem that occurs in the cash disbursement system at CV BERDJUANG is that there is often a miscalculation between the amount of money in cash and the recorded cash disbursements. But the problem has been addressed by the company's leadership directly. In implementing these regulatory policies, on December 1, 2019 CV BERDJUANG to record in accordance with company regulations, namely by recording transactions into the cash disbursements book.

Cash disbursement on CV BERDJUANG is used for: paying employee wages, buying food for employees, paying for crops if someone sells them, buying office equipment, internet fees, transportation costs, etc. Direct cash disbursements company leaders who spend money because no petty cash. Based on the results of the industrial internship that the author did, the cash disbursement accounting system from cash sales was quite good, there were only a few problems that occurred in the cash disbursement system at CV BERDJUANG, which is a miscalculation between the amount of money in cash and daily cash disbursements records, but this problem was immediately addressed by the company's leaders.

In addition to cash, CV BERDJUANG also uses checks, because many transactions are nominally large enough, to prevent loss of money, checks are used for transactions in large quantities, by using checks the company also feels more secure, because the money is in the bank.

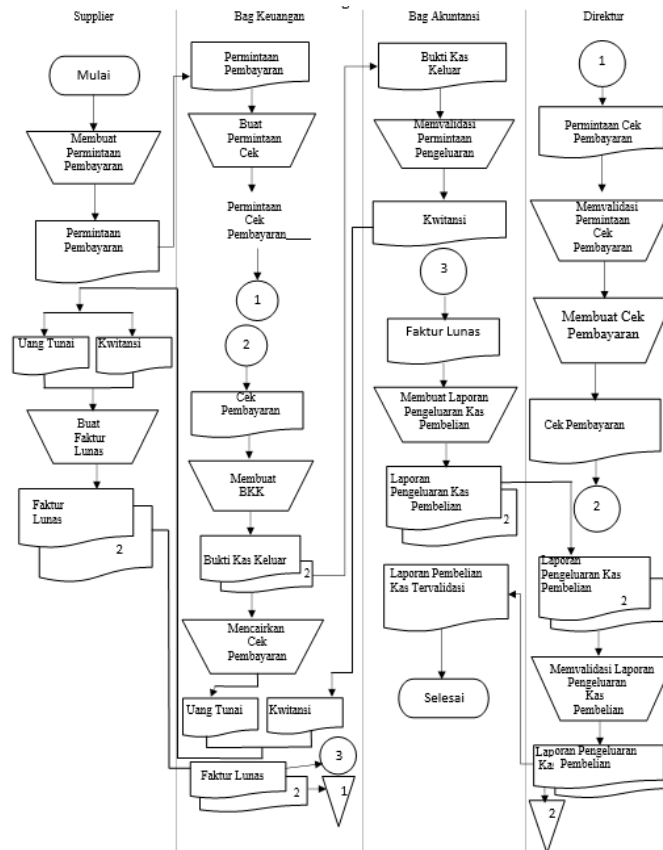


Figure 1. Cash Disbursement Flowchart From Checks

The application of the accounting system for cash disbursements, namely: the supplier makes a payment request, then requests a payment request to the payment department, then makes a check request, a finished check request. Then the finance department prepares the payment check, then the finance department makes 2 copies of cash out, sheet 1 is sent to the accounting department and sheet 2 is stored as an archive, then validates the expense request, and makes a receipt, then the finance department cashes the payment check, the finance department has received cash and receipts, then the finance department makes a 2nd full paid invoice. Then the finance department receives a paid invoice, then the finance department makes a cash disbursement report for the purchase of 2 copies, sheet 1 is sent to the director and a sheet 2 is stored as an archive, then the finance department validates the purchase cash disbursement report, the purchase cash disbursement report in duplicate, finally the cash purchase report is validated. Then the director receives a payment check request, then the director validates the payment check request, then the director makes a payment check, the payment check is finished.

Conclusion

Based on the research results obtained by the author during an industrial internship at CV. STRUGGLING, it can be concluded that cash receipt system in CV BERDJUANG starts from the

employee logging in to the sales system, then accepts orders, then fills out sales notes, then prints sales notes, then receives money for selling goods, and makes daily sales reports, then the money from sales is deposited to the director and stored in the company treasury. Cash disbursement system in CV BERDJUANG starts from the employee making a payment request, after the payment request becomes the employee makes a check request, after the check request becomes the employee makes proof of cash out, then validates the expenditure request, after that makes a purchase cash disbursement report, then validates the purchase cash disbursement report, cash purchase report validated and the payment check is ready to be given to the supplier. there is a slight problem in the final calculation, there is often a miscalculation between the amount of money in the cash and the daily cash disbursement records, but this problem has been resolved by the company's leadership.

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