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# Utilization Setting Menu To Build Company Accounting System In Web Based Accounting Online System

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## Abstract

*In building a company, which need to be disclosed by the information system, because to obtain the results of a company can use a system that can display financial information on the company. In the era of the modern era has been developing online web-based accounting, where employees can access information systems wherever and whenever located with the internet connected. The registration of new companies using WBAOS system is very important to advance the system on the company. After registering the company account the company administrator is responsible for making the information online. By adding and modifying the company's customer information or accountant can see the company's information such as a bank, a currency that can be used again. Data or information that can be provided at this time. Then the information can be more up to the customer and also can more easily carry out their duties. The use of the settings menu to set the start of the company using WBAOS 2.0 (Web Based Accounting Online System) can make it easier for administrators to prepare data or company information.*

**Keywords:** WBAOS, Accounting System, Setting

## 1. introduction

In today's modern era, can not be denied the development of technology has been very rapid even have entered the field of accounting. Continuous system development makes accounting system has significant progress, from the beginning that runs manual or offline. Now, it can run online with internet connected. As a first step to using an online accounting system, the initial setup is necessary. so as to be able to compete with the company. Such as the use of a valid currency in the bang is like what, the use of the bank used by the company, and much more [1-3]. The use of the settings menu can make it easy for corporate administrators and grinders to add the company's information to more easily convey the information, To support the demands of these needs [4].

This section of the settings allows you to change company information and bank account details. The information contained here can be printed on your invoice/order/sale and purchase offer, classify it as a form of implementation of the Public Information Disclosure Act. The purpose of this research is to be able to optimize [5-6], To change company information, go to the Settings menu and select the Company tab. On the Company tab, you can change company data like the following:

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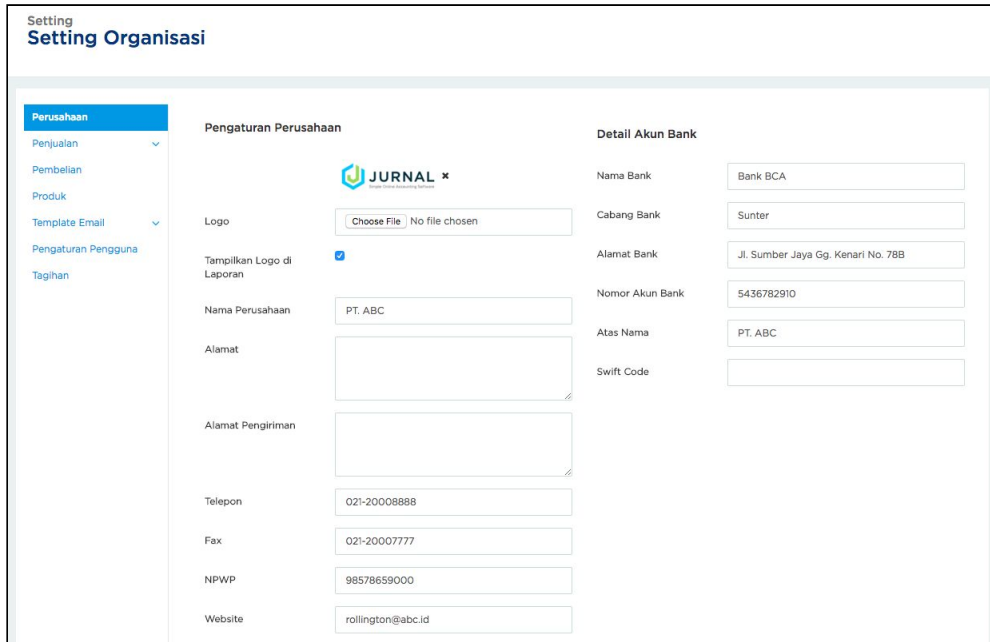


Figure 1. Display Company Setting Menu

The picture above is a menu settings display for the initial setup of the company, to help with the data management process which contains information about the company [7]. Information displayed such as Logo, Company Name, Company Address, Company Delivery Address, Phone, Fax, NPWP, Website, Email [8]. This company's email may differ from the user's email used to log in to the Journal application as it will be used to send invoices and delivery slips. All in the form of information about the company [9].

After saving the changes, it is required to confirm the email by clicking the Send confirmation link. Then open the inbox in the email and confirm the email used by clicking "Confirm Email" as shown below:



Figure 2. Display Confirmation

In addition to managing the information described above, the existence of various transactions the initial arrangement of the company in the online accounting system can be Transaction Tag, Currency, Currency Format [10]. For currency format to be used in the company through the available options box. In the selection box, there are 4 options:

- **Once**: Displays the amount of the price without using decimal places;
- **Once with Decimal**: Displays the amount of the price using decimal places;
- **In Thousand**: Displays the price amount in thousands format;
- **In Million**: Displays the price amount in millions of formats.

Additionally, there is a Monthly Companies Receive Email Receipts check box, check this box for a summary of monthly company performance such as total sales, net profits, total cost, profit margins, corporate financial growth, cash flow summary can be sent to your email. Online payment this email will be sent monthly on the 1st to 10th [11]. See the following monthly corporate email performance samples.



Figure 3. Display Notification

## 2. Results and Discussion

In addition to organizing or adding information about the company. To better facilitate accountants in doing their work with WBAS 2.0, companies can also add Product Formats, Sales Format, Purchase Format, User Format, and Template Format which is so rapid from time to time [12].

### 2.1. Product Format

To set additional features on the product menu, follow these steps:

- a. Click Settings on the vertical menu on the left.
- b. Click the Products tab.



Figure 4. Display Setting

Check the additional features needed and click "Change" to save the changes.

**2.2. Sales Format**

To change your Sales settings, provide information fast and accurate[13] follow these steps:

- a. Click the Settings menu located on the bottom left of the vertical menu;
- b. Click the Sales tab and select Formatting Settings;

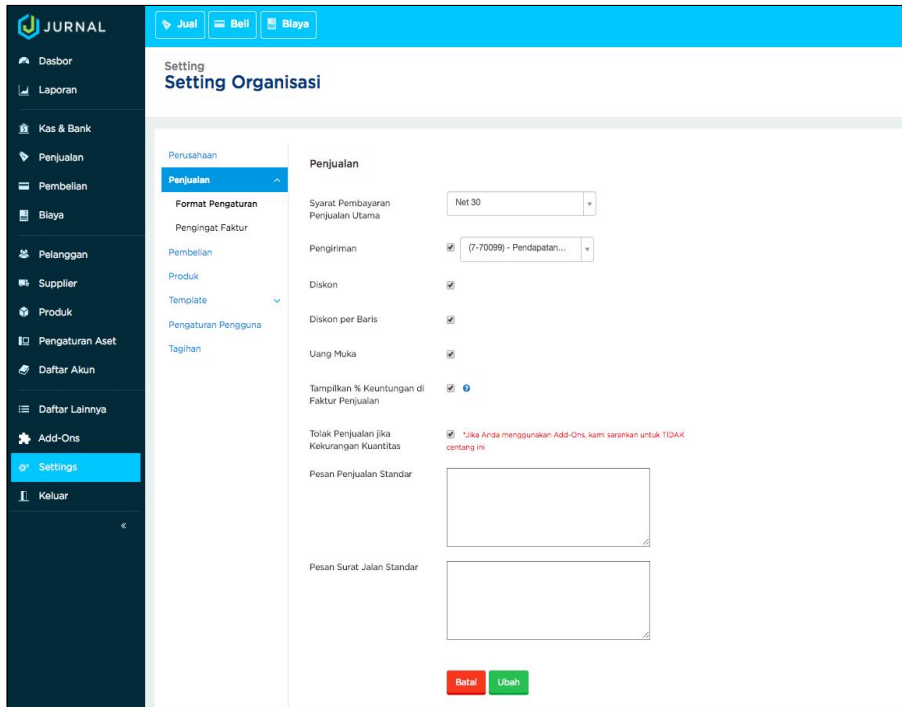


Figure 5. Display Setting Organization

- c. Enable additional functionality and click "Change" to save changes.

**2.3. Purchase Format**

To change the Purchase settings, follow these steps:

- a. Select the Settings menu located on the bottom left of the vertical menu;
- b. Select the Purchases tab;

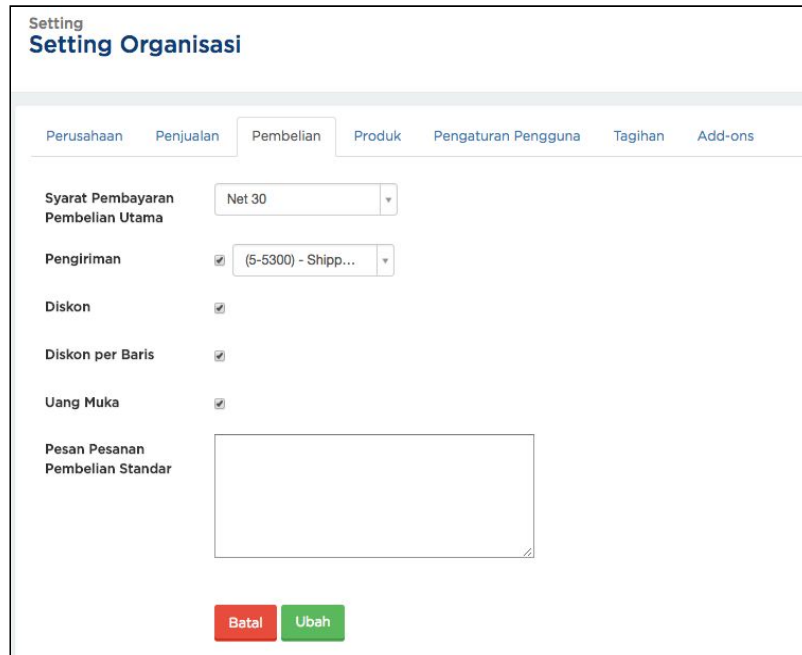


Figure 6. Display Setting Organization

- c. On the Purchase tab, you will set and populate the following fields:
  - Main Payments Payment Terms: Enable this function to select the maturity period to be used as a primary option in Sales. Terms of payment available by the system are Cash on Delivery, Net 15, Net 30 and Net 60. To create a new Payment Terms, read the Guidebook - Terms of Payment.
  - Delivery: Enable the shipping function if your business has shipping info that needs to be completed. Then, select the account that holds the shipping cost;
  - Discount: Enable this function if you want to give a discount on the amount of the sales bill (invoice, order, offer);
  - Discounts per Row: Enable this functionality if you want to give discounts per product (in percentage form) in sales. For example, if the sale price of goods is Rp 1,000,000, and given a 10% discount per line, then the sale price after discount per line to Rp 900,000. See the illustration below

Produk	Deskripsi	Kuantitas	Satuan	Harga Satuan	Diskon	Jumlah	+Pajak
sales		1	Buah	Rp. 1.000.000,00	10	Rp. 900.000,00	-
Select product				Rp. 0,00		Rp. 0,00	-
+ Tambah Data Pesan Ini default sale message. Memo						SubTotal Rp. 1.000.000,00 Diskon per Baris Rp. 100.000,00 Diskon Rp. 0,00 Pajak Rp. 0,00 Total Rp. 900.000,00	

Figure 7. Display Menu

- Advance: If this function is checked, then you can save advance data on goods purchased by customers. This field will appear on sales invoices and sales orders ;

- Standard Purchase Order Message: Enter a default message for your purchase (if any).

### 2.4. User Format

This multi-user feature allows you to set how many users can access the Journal application under the same company name[14] In addition, each user can set his Roles so that every menu in the Journal application can only be accessed in accordance with the Roles given to the user In this section to provide reliable information [15], you can see how Adding Users, Confirming New User and New Sales and Purchase Roles Function.

#### a. Adding Users

To add a user, follow these steps:

- Log in to the Journal app
- In the vertical menu on the left, click Settings
- Select the User Settings tab. Here you will see who and how many users can access the Journal application under your company name.

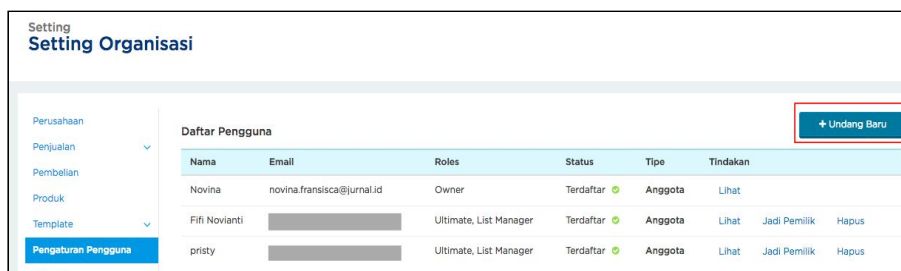


Figure 8. Display Add New User

- Click the "Invite New" button to invite your colleagues.

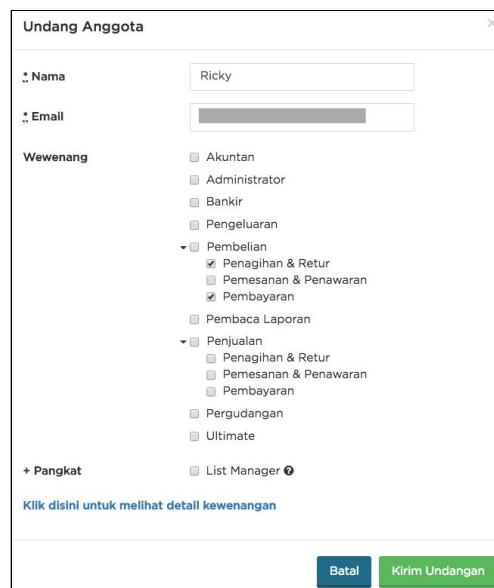


Figure 9. Display Invite Member

- Enter user name and email (required)
- Select Roles user. Roles This serves to determine which menus can be viewed, added, modified or deleted by the user.
- Suppose the user to invite is the person handling the billing invoice and payment to the supplier. Then, you can choose Purchases, and only checks Billing & Returns and Payments altogether. Thus, invited

users can create billing, returns, and purchase payments. Payments on these purchases include Send Payment actions, Creating Credit Memos, Using Credit Memos and Restoring Credit Memos.

- Click the "Send Invitation" button

b. Confirming New User

Once a new user is invited, you must confirm it in less than 7 x 24 hours. If not, then you should resend the invitation. To confirm a new user, make sure you are logged out of the previous session or confirm the invitation email from a different browser to avoid errors, to measure the comparison of information. Then, follow these steps:

- Sign in to the email of invited users;

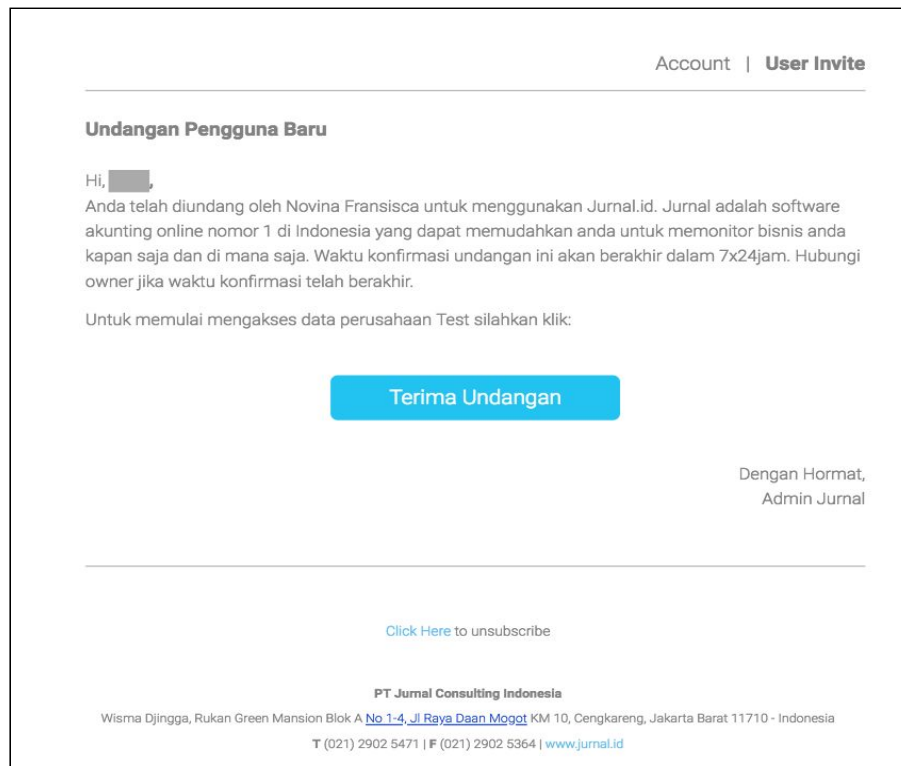


Figure 10. Display Accept Invitation

- Then click "Accept Invitation". You will fill out a form like the following picture if the invited username has not been registered in the Journal.

Figure 11. Display Sign Up

- Enter your phone number;
- Enter your new password and enter it again to re-confirm password;
- Click "Register New Account" to continue;
- You will be logged into the company invited with the specified roles.

c. The new Sales and Purchase Roles Function

At current Sales / Purchase roles, divided into 3 sections, namely Billing & Returns, Booking & Quotes, and Payments. The scope of each of these sections is as follows.

- **Billing & Returns**  
If the user is granted access to billing & returns only, the user can:
  - Viewing the invoice list, delivery (E), ordering (E) and bidding (E) sales / purchases,
  - Create billing from sales orders and offers,
  - Create billing from purchase orders and bids,
  - Create new sales billing,
  - Create a new purchase billing,
  - Create sales returns, and
    - Make a purchase return.
- **Booking & Quote**  
If the user is granted booking & offer access only, then the user can:
  - Create new sales orders and offers,
  - Making a booking from a sales offer,
  - Create new purchase orders and offers,
  - Make a booking from a purchase offer.
- **Payment**  
If the user is granted only payment access, then the user can:
  - Repaying Sales Invoices,
  - Repaying Purchase Invoice,
  - Repaying Sales Orders,



- Repaying Purchase Order,
- Creating Customer Credit Cards / Suppliers,
- Using Credit Memo to Repay Sales / Purchases, and
- Returns Credit Cards

## 2.5. Template Format

To change the format of an email template, you can:

- Click Settings.

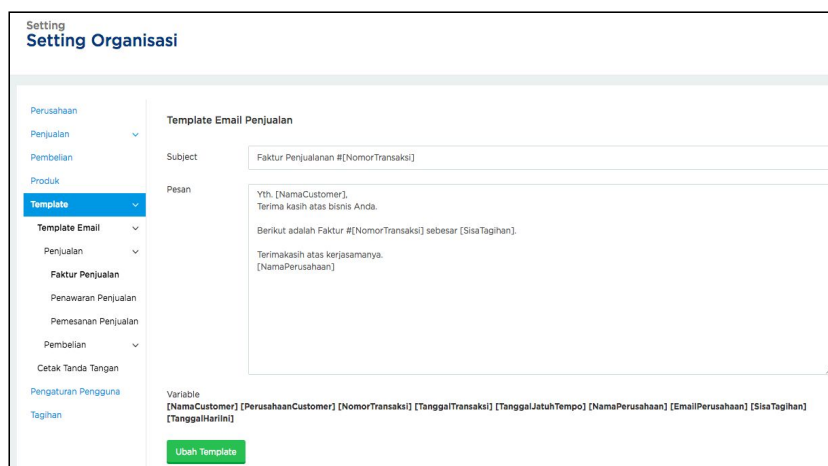


Figure 12. Display Template Email

- Select Email Templates.
- Then, select the template you want to set. ??
- Fill in the Subject of your email.
- Fill in the message you want to set. Let's say the customer name listed on your sales invoice is named Bob. So when an email containing "Dear [CustomerName]" is submitted, it will be "Dear Budi".
- When you're done, click "Modify Template" to save your changes.

## 3. Conclusion

From the discussion that has been described above, the authors can draw conclusions, the use of the settings menu to set up corporate accounting system on WBAS 2.0 (Web Based Accounting System) is very useful and facilitate the accountant in doing the task later. The initial information setting of the company is also very easy as described above. Using an online accounting system can make the company's accounting system more efficient and more effective, especially for companies that are very busy in managing their finances. So that the company's finances can be neatly arranged and well controlled.

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