Analyze and Record a series of Purchase Transactions on Companies using Online Accounting Software

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Abstract

One of the financial activities in the company is to record a series of every purchase transaction which serves to record every fund issued by the company that creates liabilities or debts to the supplier. This is also equally important that must be considered with other recording activities because if the expenditure is not recorded properly there will be a fatal difference or error because this also involves the success of a company and will be needed when you want to report income and expenses of a company then from it must be careful in the process of recording and analyzing purchase transactions in the form of purchase offers and orders. Considering that these activities are very important for the success of the company, by using online accounting software can facilitate recording and analyzing a series of purchase transactions because they can be accessed anywhere and anytime with an internet connection, thus purchasing transaction reports can be monitored more easily and in the process of recording and analyzing purchase transactions the form of offers and bookings will work more effectively and efficiently.

Keywords: online accounting software, recording, offering and ordering purchases

1.Introduction

The rapid development of technology in all aspects makes a development of innovation and creativity go along with these developments [1]. Activities within a company, each of which has a role to succeed in the company. One activity that has an important role is to record and analyze a series of each purchase transaction that serves to record every fund spent by the company [2].

In the process of recording and analyzing purchase transactions in the form of purchase offers and bookings, there are still many companies that use manual systems or semi-computerized systems not yet online [3].

Considering that these activities have an important role in the success of the company, the process must be meticulously and also with guaranteed security [4] so that there is no mistake that makes the company suffer losses [5]. To facilitate this activity, online accounting software is needed.

Online accounting software is a system that can be accessed with a good internet connection [6] and can be accessed anywhere and anytime so the activity can run effectively and efficiently [7]. So that this can create good asset management [8].

The purchase menu serves to record every purchase transaction of goods or services in the form of invoices, shipments (E), orders (E), and offers (E) [9], [13]. To access this menu, click Purchase on the vertical menu on the left. as shown below

JURNAL	🔖 Jual									
Dasbor Laporan	Transa Pem	^{ksi} belian						+ Bu	at Pembeliar	n Baru
Kas & Bank Peniualan	Pembe	Pembeilan Belum Dibayar (dalam IDR) 1 Pembeilan Jatuh Tempo (dalam IDR) 1 Pelunas								
Penjualan Pembelian	Treat	44.500,00		Rp. 270.000,00			Total	Pelunasan Dibayar 30 Hari Terakhir (dalam IDF		
Biaya	_						saldo adala	h untuk semua jangka wa	ktu, kecuali ada j	pernyataan l
Pelanggan	Tra	nsaksi Pe	embelian				📥 Imp	Pencarian.		Q
Supplier										
Produk	Fakts	ur Pembelian	Pengiriman Pembelian Pemesar	nan Pembelian	Penawaran Perr	nbelian				
	Fakto	ur Pembelian	Pengiriman Pembelian Pemesar	nan Pembelian	Penawaran Perr	nbelian				
Pengaturan Aset	Fakt	ur Pembelian	Pengiriman Pembelian Pemesar	nan Pembelian Supplier	Penawaran Perr Tgi Jatuh Tempo	Status	Sisa Tagihan (dalam IDR)	Total (dalam IDR)	Tags	
Pengaturan Aset Daftar Akun Daftar Lainnya					Tgl Jatuh				Tags Cabang Bandung	
Pengaturan Aset Daftar Akun Daftar Lainnya Add-Ons		Tanggal	Nomor	Supplier	Tgi Jatuh Tempo	Status	IDR)	IDR)	Cabang	
Pengaturan Aset Daftar Akun Daftar Lainnya Add-Ons Settings		Tanggal 24-05-2018	Nomor Purchase Invoice #10002	Supplier Budi	Tgi Jatuh Tempo 23-06-2018	Status Open	IDR) Rp. 70.000,00	IDR) Rp. 70.000,00	Cabang Bandung Cabang	
Pengaturan Aset Daftar Akun Daftar Lainnya Add-Ons Settings		Tanggal 24-05-2018 02-05-2018 09-04-	Nomor Purchase Invoice #10002 Purchase Invoice #10001	Supplier Budi Budi	Tgl Jatuh Tempo 23-06-2018 01-08-2018	Status Open Open	IDR) Rp. 70.000.00 Rp. 104.500,00	IDR) Rp. 70.000,00 Rp. 104.500,00	Cabang Bandung Cabang	
Pengaturan Aset Daftar Akun Daftar Lainnya Add-Ons Settings Keluar		Tanggal 24-05-2018 02-05-2018 09-04- 2018	Nomor Purchase Invoice #10002 Purchase Invoice #10001 Purchase Invoice #10001	Supplier Budi Budi Andi	Tgl Jatuh Tempo 23-06-2018 01-06-2018 09-05-2018	Status Open Open Overdue	IDR) Rp. 70.000,00 Rp. 104.500,00 Rp. 270.000,00	IDR) Rp. 70.000,00 Rp. 104.500,00 Rp. 270.000,00	Cabang Bandung Cabang Bandung Cabang	
Pengaturan Aset Daftar Akun Daftar Lainnya Add-Ons Settings Keluer		Tanggal 24-05-2018 02-05-2018 09-04- 2018 08-01-2018	Nemor Purchase Invoice #10002 Purchase Invoice #10001 Purchase Invoice #PURCH10052018 Purchase Invoice #10004	Supplier Budi Budi Andi Andi	Tgl Jatuh Tempo 23-06-2018 01-06-2018 09-05-2018 07-02-2018	Status Open Open Overdue Paid	IDR) Rp. 70.000,00 Rp. 104.500,00 Rp. 270.000,00 Rp. 0,00	IDR) Rp. 70.000,00 Rp. 104.500,00 Rp. 270.000,00 Rp. 44.000,00	Cabang Bandung Cabang Bandung Cabang Bandung Cabang Cabang	Q

Figure 1. Display of the Purchasing Menu

Note that the shipping, ordering and bidding tabs only appear in the Enterprise package

2. Results and Discussion

One of the financial activities in the company is that it records a series of every purchase transaction[10], [14]. Which will be easier by using online accounting software that can be accessed anywhere and anytime [11]. There are several steps that must be taken when you want to access online accounting software to record and analyze purchase transactions

a. Transaction Status

Each invoice, delivery, order and offer have their respective status ie unpaid, matured, paid or partially paid.

Laporan	Pem	belian						+ B.	iat Pembelian	Baru
[Kas & Bank • Penjualan	Pembe	elian Belum Di	bayar (dalam IDR)	Pembelian Jat	tuh Tempo (dala	am IDR)	Pelunasan	Dibayar 30 Hari T	erakhir (dala	m IDF 🖪
Pembelian	Rp. 4	44.500,00		Rp. 270.00	0,00		Rp. 1.537	7.000,00		
Biaya			-				Saldo adalah	untuk semua jangka wa	ktu, kecuali ada p	ernyataan l
Pelanggan Supplier	Tra	nsaksi Pe	embelian >> Pembelia	n Belum D	Dibayar		📥 Imp	ort Pencarian.		Q
Produk	Fakt	ur Pembelian	Pengiriman Pembelian Pemesar	nan Pembelian	Penawaran Pem	nbelian				
Pengaturan Aset	'									
Daftar Akun		Tanggal	Nomor	Supplier	Tgi Jatuh Tempo	Status	Sisa Tagihan (dalam IDR)	Total (dalam IDR)	Tags	
		24-05-2018	Purchase Invoice #10002	Budi	23-06-2018	Open	Rp. 70.000,00	Rp. 70.000,00	Cabang Bandung	
i Daftar Lainnya			Test In the second s	Budi	01-06-2018	Öpen	Rp. 104.500,00	Rp. 104.500,00	Cabang Bandung	
Add-Ons		02-05-2018	Purchase Invoice #10001	buui	01 00 2010					
 Daftar Lainnya Add-Ons Settings Keluar 		02-05-2018 09-04- 2018	Purchase Invoice #10001 Purchase Invoice #PURCH10052018	Andi	09-05-2018	Overdue	Rp. 270.000.00	Rp. 270.000,00		
Add-Ons Settings		09-04-	Purchase Invoice #PURCH10052018			Overdue	Rp. 270.000.00	Rp. 270.000,00		

Figure 2. Purchase Menu Display

In Figure 2 shows the purchase purchase menu display has not been paid (in IDR) which is to sort transactions with the condition of the transaction has not been paid at all or has been paid and is due but has been paid in part for all periods of time

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b. Purchase of Maturity

Purchase of Maturity is a deadline for payment or receipt of something that has been set [12].

🥑 JURNAL	💊 Jual 🚍 Beli 📑 Biaya		PT. SINAR CEMERLANG * 💿 🌹 🕯
🔿 Dasbor 🔟 Laporan	Transaksi Pembelian		+ Buat Pembelian Baru
🧰 Kas & Bank 🔖 Penjualan	Pembelian Belum Dibayar (dalam IDR)	Pembelian Jatuh Tempo (dalam IDR)	Pelunasan Dibayar 30 Hari Terakhir (dalam IDR
E Pembelian	Rp. 444.500,00	Rp. 270.000,00	Rp. 1.537.000,00
 Pelanggan Supplier Produk 	Transaksi Pembelian >> Pembe Foktur Pembelian Pengiriman Pembelian Pen	elian Jatuh Tempo	Aimport Pencarian Q
 Pengaturan Aset Daftar Akun 	Tanggal Nomor		sa Tagihan (dalam IDR) Total (dalam IDR) Tags
i≣ Daftar Lainnya Add-Ons Ø Settings	09-04-2018 Purchase Invoice #PURCH1005 Menamplikan 1 1 dari 1 Baris	2018 Andi 09-05-2018 Overdue	Rp. 270.000,00 Rp. 270.000,00
L Keluar			Q

Figure 3. Display of Maturity Menu

In Figure 3 shows the purchase menu listed purchase is due. Purchases that are already due are paid either partially or have not paid under the status and select the numbers contained in the picture above and will see purchases that have matured.

c. Last 30 Day Paid Repayment (in IDR)

JURNAL	🔊 Jua								SALLY	
Dasbor Laporan	Laporan Pembelian Kas & Bank							+ Bu	uat Pembelia	n Baru
Kas & Bank					Pembelian Jatuh Tempo (dalam IDR)			Pelunasan Dibayar 30 Hari Terakhir (dalam ID		
Penjualan Pembelian	Rp. 444.500,00			Rp. 270.000,00			Treat	Rp. 1.537.000,00		
Biaya	TQ.	111.000,00		10.00	0,00			untuk semua Jangka wa	ktu, kecuali ada	pernyata
Pelanggan	Tra	ansaksi Pe	embelian				å Imp	ort Pencarian.		Q
Supplier					mbelian Penawaran Pembelian					
		tur Pembelian	Pengiriman Pembelian Pemesa	nan Pembelian	Penawaran Pen	nbelian				
Produk			Pengiriman Pembelian Pemesa	nan Pembelian	Penawaran Pen	nbelian				
Produk			Pengiriman Pembelian Pemesa	nan Pembelian Supplier	Penawaran Pen Tgi Jatuh Tempo	nbelian Status	Sisa Tagihan (dalam IDR)	Total (dalam IDR)	Tags	
Produk Pengaturan Aset Daftar Akun	Fak	tur Pembelian			Tgi Jatuh				Tags Cabang Bandung	
Produk Pengaturan Aset Daftar Akun Daftar Lainnya Add-Ons	Fak	tur Pembelian Tanggal	Nomor	Supplier	Tgi Jatuh Tempo	Status	IDR)	IDR)	Cabang	
Produk Pengaturan Aset Daftar Akun Daftar Lainnya Add-Ons Settings	Fak	tur Pembelian Tanggal 24-05-2018	Nomor Purchase Invoice #10002	Supplier Budi	Tgl Jatuh Tempo 23-06-2018	Status Open	IDR) Rp. 70.000.00	IDR) Rp. 70.000,00	Cabang Bandung Cabang	
Produk Pengaturan Aset Daftar Akun Oaftar Lainnya Add-Ons Settings Keluar	Fak	tur Pembelian Tanggal 24-05-2018 02-05-2018 09-04-	Nomor Purchase Invoice #10002 Purchase Invoice #10001	Supplier Budi Budi	Tgl Jatuh Tempo 23-06-2018 01-06-2018	Status Open Open	IDR) Rp. 70.000,00 Rp. 104.500,00	IDR) Rp. 70.000,00 Rp. 104.500,00	Cabang Bandung Cabang	
Produk Pengaturan Aset Daftar Akun Oaftar Lainnya Add-Ons Settings Keluar	Fak	tur Pembelian Tanggal 24-05-2018 02-05-2018 09-04- 2018	Nomor Purchase Invoice #10002 Purchase Invoice #10001 Purchase Invoice #PURCH10052018	Supplier Budi Budi Andi	Tgl Jatuh Tempo 23-06-2018 01-06-2018 09-05-2018	Status Open Open Overdue	IDR) Rp. 70.000.00 Rp. 104.500.00 Rp. 270.000.00	IDR) Rp. 70.000,00 Rp. 104.500,00 Rp. 270.000,00	Cabang Bandung Cabang Bandung Cabang	
E Daftar Lainnya ▶ Add-Ons ↑ Settings] Keluar	Fak	tur Pembelian Tanggal 24-05-2018 02-05-2018 09-04- 2018 08-01-2018	Nomor Purchase Invoice #10002 Purchase Invoice #10001 Purchase Invoice #PURCH10052018 Purchase Invoice #10004	Supplier Budi Budi Andi Andi	Tgl Jatuh Tempo 23-06-2018 01-06-2018 09-05-2018 07-02-2018	Status Open Overdue Paid	IDR) Rp. 70.000.00 Rp. 104 500.00 Rp. 270.000.00 Rp. 0.00	IDR) Rp. 70.000,00 Rp. 104.500,00 Rp. 270.000,00 Rp. 44.000,00	Cabang Bandung Cabang Bandung Cabang Bandung Cabang	

Figure 4. Display of the Last 30 Days Paid Repayment Menu

In figure 4. sales that have been paid, either partially or in full from the last 30 days to today's date (Today's Date). Click on the sales number under this status and you will see a repayment list received in the last 30 days;

after that it will be directed to the purchase list report page. As follows.

JURNAL	🕨 Jual 🚍 Beli 📱 Biaya	PT. SIM	IAR CEMERLAI	NG - O	
🔿 Dasbor	Purchase List				
🚂 Laporan					
🚊 Kas & Bank	Tanggal Awal Tanggal Akhir Periode 01/05/2018 🗰 31/05/2018 🛗 Kustom 👻 Filter Filter Filter		0	Export •	
Penjualan					
🚍 Pembelian	Tanggal Tipe Transaksi Nomor Transaksi Nama Panggilan Pelanggan Status Hari Ini Memo		Total	Sisa Tagihan	
📑 Biaya	tanggai type Instansion Homon Transional Homon Transional		1.537.000,00	1.537.000,00	
巻 Pelanggan		TOTAL	1.537.000,00	1.537.000,00	
Supplier	x			×	-
🗘 Produk	Menampilkan total dari 1 transaksi				
Produk					
Daftar Akun					
💷 Daftar Lainnya					
🚖 Add-Ons					
ø Settings					
👖 Keluar					
*					
4					

Figure 5. Menu Display of Purchase List Report

The small number in the upper right corner of the transaction status shows the number of sales transactions for each status

d. Purchase Tab

On the main page there is

Transaksi Pembelian							Pencarian	Q
Faktı	ur Pembelian	Pengiriman Pembelian	Pemesanan Pemb	elian Pena	awaran Pembelian			
0	Tanggal	Nomor	Supplier	Tgl Jatuh Tempo	Status	Sisa Tagihan (dalam IDR)	Total (dalam IDR)	Tags
١	20-04- 2016	Purchase #1022	Informa	20-05- 2016	Belum Dibayar	310.000,00	310.000,00	
	17-03- 2016	Purchase #1021	Jason	16-04-2016	Lewat Jatuh Tempo	150.000,00	150.000,00	Equipment

Figure 6. Display of duplicate forms of general journals

In Figure 6 shows the view To duplicate the general journal select another list menu, then click Transaction List[15], type as desired then type the general journal number that will be in duplicate then scroll down then click the action and click duplicate transaction.

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- 1. Purchase Invoice: On this tab, you can do the following things,
 - View & Print Purchase Invoices
 - Purchase Invoice Email
 - Send Payment
 - Print & Purchase Returns
 - Use / Refund Credit Memo
 - Arrange Repeat Transactions
- 2. Purchase Delivery: On this tab, you can do the following if you have made a purchase order
 - Make a Purchase Billing
- 3. Purchase Order: On this tab you can do the following
 - View & Print Order
 - Booking Email
 - Delivery (If checking 'Shipping Info')
 - Create an Invoice
 - Add Deposit
 - Arrange Repeat Transactions
- 4. Tab of the Purchase Quote: On this tab you can do the following things
 - View & Print Offers
 - Bid Email
 - Make a Purchase Billing
 - Make a Purchase Order

3. Conclusions

In accordance with the explanation described above, that is about recording buyer transactions is an important activity that must be considered because if the transaction recording occurs an error the company will experience a loss and the information provided does not match the actual transaction. Considering that these activities are very important for the success of the company, by using online accounting software can facilitate recording and analyzing a series of purchase transactions because they can be accessed anywhere and anytime with an internet connection, thus purchasing transaction reports can be monitored more easily and in the process of recording and analyzing purchase transactions the form of offers and bookings will work more effectively and efficiently.

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