

ANALYSIS OF CREDIT SALES ACCOUNTING PROCEDURE FORWARDING COMPANY

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ABSTRACT

This study aims to analyze and find out the accounting procedure for credit sales at PT. RTL EXPRESS. This research uses qualitative methods using a descriptive qualitative approach. The credit sales accounting information procedure at PT RTL EXPRESS is quite good. This is evidenced by the company has compiled an organizational structure in accordance with their respective duties and responsibilities, including sales functions, credit functions, warehouse functions, shipping functions, accounting and billing functions. Based on the results of the research conducted as already described, this study aims to determine the application of PT RTL EXPRESS credit sales accounting procedures, it can be concluded that accounting procedures at PT RTL EXPRESS have been running well where the company provides programs that can be used to facilitate operational activities. One of the companies in terms of credit sales. However, there are still things that are not right where there are dual functions, namely the sales function and the accounting function.

Keywords:

Accounting
Procedure, Credit
Sales.

INTRODUCTION

The world of information technology (IT) in Indonesia is developing very quickly, resulting in increasingly fierce business competition to compete with each other. Companies want to show something different from other companies to attract customers.

In Shipping Companies, the cost of shipping goods or sales is important because the main source of company income comes from PT. RTL EXPRESS is a business that provides freight forwarding services with branches in various regions in Indonesia, one of which is in Surabaya, East Java. This company serves the delivery of goods on a large scale. Sales with the largest volume at PT. RTL EXPRESS is a credit sales system. As for the problems faced by PT. RTL EXPRESS is a task constraint of the collection and accounting division for credit sales concurrently one person which causes less effective and efficient work and problems in collecting the required receivables the status of the goods has been received and the road letter that has been signed by the recipient causing collection and payment to be delayed causing a high amount of receivables Based on the above background, The researcher wants to examine the application of credit sales accounting information procedures in PT RTLEXPRESS entitled "ANALYSIS OF CREDIT SALES ACCOUNTING PROCEDURES OF PT. RTL EXPRESS"

Literature Review

a. Definition of Procedure

According to (Mulyadi 2018:4) "A procedure is a sequence of office activities, often involving several people in one or more departments, designed to ensure uniform processing of repetitive business transactions."

b. Information

According to (Romney and Steinbert 2015:4) "Information is data that is managed and processed to provide meaning and improve decision-making processes. Therefore, with the increasing quantity and quality of information, users can make better decisions."

c. Sales.

According to (Mulyadi 2013: 201) Credit sales are sales made by companies that do not immediately receive payment but in installments within a certain period of time. To avoid uncollectible receivables, good management of sales records is needed. In this case, Accounting information procedures are indispensable in the organization to avoid unwanted events.

d. Accountancy

According to (Romney and Steinbert 2015: 4) Accounting is the process of identifying, collecting, and storing data, as well as the process of developing, measuring, and reporting information. Based on this definition, accounting is an information system of collecting, recording, storing and processing accounting and other data to produce information for decision makers.

e. Accounting Information System

According to (Romney and Steinbert 2015: 4) Accounting information systems are systems used to collect, record, store, and manage data for decision making. The system consists of people, information technology infrastructure, process and data guidance software, and internal security and control measures.

f. Sales

According to (Mulyadi 2013: 202) Sales are purchases and sales made by sellers and buyers through cash or credit payments.

According to (Susanto 2013: 170) Sales with credit are sales by installments. Buyers can get goods and services with prepayments and monthly installments. Receivables will appear during the credit sale process, and the company will collect them according to the time and amount agreed by both parties.

g. Credit Sales

In the system of selling on credit, the buyer receives the goods and payment is made after both parties agree on the time and amount of payment.

METHOD

a) Types and Approaches of Research

This study used a descriptive qualitative approach. According to (Sugiyono 2016: 9) Qualitative descriptive research methods, which are based on post-nature philosophy, are used to study the state of natural objects. This method uses data collection techniques and aims to see how the credit sales accounting procedure is processed by PT RTL EXPRESS.

b) Data Types and Sources

Primary and secondary data are the two types of data used in this study. According to (Sugiyono 2018: 137), primary data comes from data sources that directly provide data to data collectors. Researchers collect this data directly on site to obtain primary data. According to (Sugiyono 2018: 137) secondary data is supporting data from primary data such as books, documents and documents related to credit sales accounting information procedures.

c) Data Collection Methods

a) Observation

According to (Sugiyono 2018: 145) Observation is one of the data processing techniques that has different characteristics from other techniques.

b) Interview

According to (Sugiyono 2018: 231) An interview is a meeting of two people to exchange information and ideas through question and answer, so that meaning can be nested on a particular topic.

c) Documentation

Documentation according to (Sugiyono 2016: 329) Documentation techniques complement the use of observation and interview methods in qualitative research. to obtain information related to credit sales procedures at PT. RTL EXPRESS.

d) Data Analysis Methods

According to (Sugiyono 2018: 246) Activities in data analysis are:

a) Data reduction (Reduksi Data)

Data reduction includes summarizing, selecting key elements, focusing key elements based on the research topic, and looking for themes and patterns.

b. Data Display (Data Presentation)

In qualitative research, the display of data can be in the form of short descriptions, graphs, and relationships between categories, flowcharts, etc.

d) Conclusion Drawing or Verification

New findings that previously did not exist, As already mentioned, problems in qualitative research and problem formulation are temporary and develop after research in the field.

RESULTS AND DISCUSSION

Research Results

a. Credit Sales Policy at PT. RTL EXPRESS

1) First Credit Standard the procedure for choosing clients who meet the requirements to be credit clients. 2) Credit Terms: PT. RTL EXPRESS requires applicants to fill out a credit application letter before considering the quantity of products to be delivered in order to determine whether to provide discounts to clients. 3) Credit Duration PT. Because RTL EXPRESS prevents poor corporate cash flow, it offers a short credit period.

b. Related Functions In Credit Sales Accounting Procedure PT. RTL EXPRESS

1) transactions Function (Marketing): This function is in charge of taking in client orders for both credit and cash transactions. 2) Warehouse Function (Cheker): The cheker is in charge of collecting products and delivery order letters from the marketing division and creating an introduction letter for the items' delivery. 3) The driver, or freight forwarding function, is in charge of delivering the goods to the recipient. When shipping goods, the driver is also in charge of getting the recipient to sign or stamp the delivery order letter, which is then sent to the billing department as an attachment to the billing invoice. 4) Accounting Function (Finance): This function is in charge of creating branch receivables reports, invoicing invoices to collect receivables from credit clients, and compiling branch

financial statements. It also enters transactions pertaining to the entrance and departure of operating funds. 5) Finance Department Billing role: This role involves sending bills to consumers either directly or via email.

c. Documents used in the Credit Sales Accounting Information Procedure of PT. RTL EXPRESS

1) Credit Application Letter: This form serves as the foundation for the Letter of Cooperation that PT. RTL Express and you will enter into. 2) Cooperation Agreement Letter A collaboration agreement between PT. RTL EXPRESS and Customer Credit about the delivery of products is included in the document. 3) Letter of Order Confirmation Discount conditions, billing terms, and billing due dates are all included in this document. 4) Customer's Order Letter This letter, which is titled "Letter of Delivery of Goods from a Credit Customer," contains the sender's and recipient's names, the quantity and contents of the products, and their weight. 5) Letter of Delivery Order A delivery receipt is often the primary document used to handle customer credit purchases. 6) Packing Slip: This paper is attached to the product's packaging. 7) Delivery Cover Letter: This letter is used by the shipping department to trace the location of the products supplied. It includes the delivery number, the branch's origin, and the branch of the receiver of the goods. 8) Billing Invoice: This document lists the shipping charges that will be applied to the credit customer's bill. 9) Billing Receipt: This document details the approximate shipping charges that the customer is responsible for paying. 10) Tax invoices serve as evidence of VAT Productivity produced by the business for clients sending items 11) Proof of Payment (Cheque/Current Account): The customer who pays the shipping charges for the items provides this document.

d. Accounting Records Used in Credit Sales Accounting Information Procedures

1) Journal of Sales used by accounting systems to keep track of both credit and cash sales transactions. journal of Credit Sales (Credit) / Accounts Receivable (Debit). 2) The Card for Receivables (also known as the Receivables Report)

The auxiliary book's accounting records are used to document modifications to each customer's receivables. The network of processes that comprise PT. RTL Express's credit sales accounting system

e. The network of procedures that make up the credit sales system is as follows:

1) Sales Order Process RTL Express is required to go through a unique approval procedure for credit transactions. 2) The Process of Approving Credit Branch managers assess the financial standing of their clients before taking shipping cost savings into account due to the substantial amount of merchandise that has to be delivered. Typically, branch managers poll potential credit customers beforehand. 3) Shipping Protocol: A Guide to Documenting Receivables Finance journals on sales with Accounts Receivable (Debit) on Credit Sales (Credit) are used in this technique.

Discussion and Research Results of PT RTL EXPRESS Credit Sales Accounting Procedures

The results of this study compare between credit sales accounting information procedures applied at PT. RTL EXPRESS with Mulyadi theory (2018). Elements of Credit Sales Accounting Information Procedure at PT. RTL EXPRESS as follows:

Credit Sales Policy at PT. RTL EXPRESS

- a) Credit Terms according to (Dadang 2017:126) namely Net 30 means that the subscription has 30 days to pay the company without any deduction. If 6/10, 60 net subscribers have a 60-day grace period to pay Company and payment is made within 10 days, they will receive a 6% discount. However, PT. RTL EXPRESS has its own standards and credit requirements by looking at the volume of goods produced by customers and determining discounts according to the size of the delivery volume with a short credit period to prevent branch cashflow reports from not being current
- b) Credit sales accounting procedures at PT RTL EXPRESS are quite good. This is evidenced by the company has compiled an organizational structure in accordance with their respective duties and responsibilities, including the sales function, credit function, warehouse function, goods delivery function, accounting and billing function in accordance with Mulyadi's theory (2018). However, each function should be responsible for the duties of that function and not perform more than one function. However, in its application at PT RTL EXPRESS there is one function that concurrently and is responsible for carrying out more than one function, namely the accounting function which also carries out the billing function.
- c) The documents used in the credit sales accounting information procedure at PT RTL EXPRESS have one difference with Mulyadi's Theory (2018: 170-171) the documents used are in the form of delivery orders, sales invoices, COGS recapitulation and memorial evidence. However, the application of documents used at PT RTL EXPRESS are credit application letters, cooperation agreement letters, order confirmation letters, order letters from customers, delivery order letters, wrapping slips, delivery cover letters, invoices, receipts and proof of payment. There is no recapitulation of HPP because PT RTL EXPRESS is engaged in services.
- e) Credit sales accounting records according to Mulyadi (2018) Sales journals, accounts receivable cards, and warehouse cards are available, and accounting records are used. by PT RTL EXPRESS is good with sales journals, accounts receivable cards and payment receipt journals.

PT. RTL EXPRESS has developed a special program in making accounting records required by each function. Credit sales will be automatically entered into the credit and cash sales ledger with the journal of Accounts Receivable (Debit) in Credit Sales (Credit). Accounts Receivable Card in PT. RTL EXPRESS is listed in the accounts receivable report menu, in the accounts receivable report listed every process of making a delivery order letter so as to help the finance department in recording customer receivable mutations. Then there is a Payment Receipt Journal for recording if there is a payment from a credit customer. The warehouse card itself is used by the warehouse department to find out the dropped goods in the warehouse which can also be seen in the system at PT. RTL EXPRESS With this program, it makes it easier for each function to make the necessary records and facilitate coordination of each function, especially the financial department so that it is easy to control receivables and branch financial statements.
- f) Network procedures used by PT. RTL EXPRESS In theory (Mulyadi 2018: 175), namely Sales Order Procedure, Credit Approval Procedure, Delivery Procedure, Collection Procedure, Receivables Recording Procedure, Sales Distribution Procedure, Cost of Goods Sold Recording Procedure. All these procedures are also available at PT. RTL

EXPRESS except for sales distribution procedures and recording of cost of goods sold due to PT. RTL EXPRESS is engaged in Services.

The weakness of the credit sales procedure at PT. RTL EXPRESS is billing based on a delivery order letter that has been returned and has been signed or stamped by the customer, this makes late collection so that it makes the receivables life long and makes bad reports on branch performance, then when the billing documents are due there is no payment, there is no penalty for late payments, thus affecting the branch's cash flow is not smooth.

CONCLUSION

Based on the description of the research conducted above, this study aims to find out the accounting procedure for credit sales of PT RTL EXPRESS, it can be concluded that the accounting procedure at PT RTL EXPRESS has been running well where the company provides programs that can be used to facilitate the company's operational activities, one of which is in terms of credit sales. However, there are still things that are not appropriate where there are function constraints, namely in the billing function and accounting function, billing based on a delivery order letter that has been returned and has been signed or stamped by the customer, this makes late collection so that it makes the receivables life long and makes a bad report on branch performance, then when the billing documents are due there is no payment, there is no penalty for late Payments thus affecting branch cash flow are not current.

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