

TASK DETAILS	
Title	ACCOUNTING SYSTEM
Type	TEAM
Activity Stage	PROSES BISNIS
Department	FINANCE & ACCOUNTING
Duration	1x SESSION, 2 LESSON HOUR
LEARNING OBJECTIVE	OUTPUT
	Case Study for Accounting System

INTRODUCTION

When recording a financial transaction, one must understand the various accounting journals as well as when and how to use them. This ensures that every financial transaction is recorded in an orderly manner and provides accurate information to decision-makers.

No	ACTIVITY
1	<p>Department Chiefs and team members review the financial recording guidelines available on the VCI Portal and prepare the journal templates provided.</p> <p>Study the books/journals used in recording financial transactions, which include:</p> <ul style="list-style-type: none"> • Cash Book (Cash Receipt and Cash Payment Journal) • Inventory Book (Inventory Control) • Purchase and Accounts Payable Book (Purchase Journal and Accounts Payable Record) • Sales and Accounts Receivable Book (Sales Journal and Accounts Receivable Record) <p>Understand the types of transactions and how these transactions—whether income or expenditure—should be recorded in the appropriate journal.</p> <p>Discuss your understanding with the facilitator for clarification.</p>
2	Practice using a case study to apply the accounting journal formats and reinforce your understanding of their use.

REFERENCE

Pengantar Akuntansi untuk Siswa SMA – Erlangga

Basic Accounting Concepts for High School Students – OpenStax

"How to Record Journal Entries (Beginner Accounting)" – Accounting Stuff

FORMAT TUGAS

Case Study "Stationery Virtual" – [LINK](#)

Accounting System Guide - [LINK](#)

Accounting Journal - [LINK](#)