

TASK DETAILS	
Title	<b>RECORDING SALES</b>
Type	TEAM
Activity Stage	BUSINESS PROCESS
Department	<b>FINANCE &amp; ACCOUNTING</b>
Duration	1x SESSION, 2 LESSON HOUR
LEARNING OBJECTIVE	OUTPUT
	Sales Data in Financial Journal

## INTRODUCTION

The volume of sales transactions must be recorded for each period to monitor the company's financial condition and inventory levels. Based on this information, the company can make informed decisions regarding future marketing plans.

No	ACTIVITY
1	<b>Department Meeting</b> <p>The VP and members of the Finance &amp; Accounting Department hold a meeting to record monthly sales results. Department members may involve the Marketing Department and the Logistics Department to obtain the necessary data.</p> <b>Sources of sales data include:</b> <ul style="list-style-type: none"> <li>Sales records from the Marketing Department.</li> <li>Transaction records through the company's bank account.</li> <li>Cash transactions during exhibitions/Trade Fairs, recorded based on the invoices from the events.</li> </ul>
2	<b>Recording Sales Data</b> <p>Record the sales results in the <b>Sales Journal/Account Receivable Record</b> available on the <b>VCI Portal</b>. Enter the information according to the transaction date sequence and mark transactions made on credit with the label <b>AR (Account Receivable)</b>.</p>
3	<b>Data Reconciliation &amp; Inventory Update</b> <ul style="list-style-type: none"> <li>After income data has been compiled and verified against records from the Marketing Department, Finance &amp; Accounting members must share this information with the Logistics Department.</li> <li>The Logistics Department will then update the <b>Inventory Record</b> based on the recorded sales information.</li> </ul>

## REFERENCES

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## TASK TEMPLATE

Financial Journal & Statement – [LINK](#)