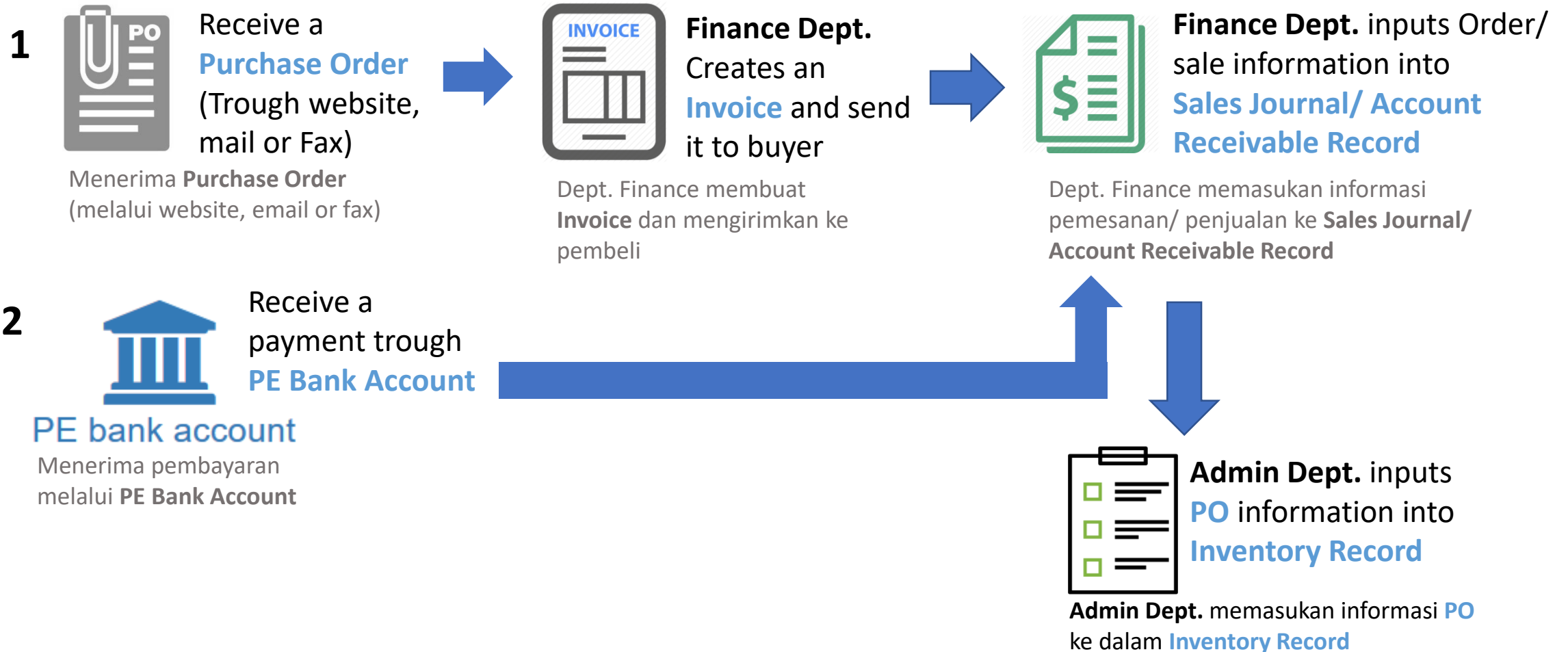




Accounting Department Workflow

RECORDING A SALE

MENCATAT PENJUALAN



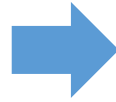
MAKING A PURCHASE

MELAKUKAN PEMBELIAN



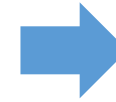
Prepares a **Purchase Order** and send it to the seller company (vendor). Keep a file copy in the Purchase Binder

Membuat **Purchase Order** dan mengirimkannya ke penjual (vendor). Simpan berkas PO dalam map penjualan.



Receives Invoice from vendor

Menerima Invoice dari penjual



Enter the information in the **Purchase Journal/Accounts Payable Records**

Masukan informasi ke dalam **Purchase Journal/Accounts Payable Records**



PE bank account

Finance Dept. pays bill, marks it paid, and file it

Finance Dept. membayar tagihan, catat dan simpan.



If the purchase is for inventory, **Admin Dept.** updates the **Inventory Record**

Bila pembelian merupakan untuk persediaan barang, maka **Admin Dept.** mencatat perubahan di **Inventory Record**

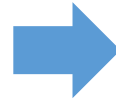
RECORDING CASH RECEIPTS AND PAYMENTS

MENCATAT PENERIMAAN DAN PENGELUARAN



Finance & Accounting Dept. prints out a copy of current bank transaction each week

Finance Dept. mencetak catatan transaksi pada bank setiap minggu



Finance & Accounting Dept. records all transactions in the **Cash Receipts and payments journal** in the appropriate places (as payments or receipts of cash and an explanation)

Finance & Accounting Dept. mencatat semua transaksi ke dalam **Cash Receipts and payments journal** sesuai peruntukannya (sebagai penerimaan atau pembayaran dan detilnya).



If one of the invoices that you sent out has been paid, retrieve the invoice from the binder, mark it paid, and file it. Update the **Sales journal/ accounts receivable record** to reflect the payment

Jika terdapat invoice yang dikirimkan telah dibayar, catat jika sudah dibayar, dan simpan. Lakukan update **Sales journal/ accounts receivable record** untuk menandakan pembayaran



When you pay invoices from vendors that your firm has purchased from, update the **Purchases journal/accounts payable Record**

Jika sudah membayar invoice dari vendor, maka lakukan update terhadap **Purchases journal/accounts payable Record**