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## Analyze and Record a Series of Corporate Sales Transactions On Web Based Accounting Online System

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### **Abstract**

*In the economic activities of the company can not be separated from the name of the process of sales and purchases. Especially in the company's accounting system sales process does not escape become part of the system. That's because sales become vital to prosper the company's welfare. As a financial revenue source in the company the sales process must be analyzed and recorded in real time whether wherever and whenever. As an anticipatory action to reduce the crime of financial acts such as manipulation at the company so as not to cause big losses to the company and result in bankruptcy of the company. Use of Web Based Accounting Online System or commonly known WBAOS it can all be done easily. Starting from analyzing company sales to record sales. This is considered very effective if using an accounting system that is still offline and more efficient of course.*

**Keywords:** WBAOS, Sales, and Analysis

### **1. Introduction**

Economic activity in a company can not be separated from the activities of the sales and purchase transactions [1]. A stable sales process and a stable purchasing process will make a company's financial condition stable too. With the two processes can prosper and prosper a company, Sales activity is one of the main goals of the company [2]. Increased activity sales process can also increase the company's cash, thus covering the capital used [3]. In the accounting system sales process also did not escape the attention. This is because every sales process is recorded and remembered in the company's accounting system [4]. Because so many employees can manipulate, then no wonder the sales process of the company for personal gain [5]. Also by noting the sales process can monitor and analyze the sales that runs on a company.

A good accounting system can record and analyze the sales process in real time, anywhere and anytime there is internet connection is the most important [6]. This is based on not every time an employee or a company's accountant is in the room, sometimes he joined a meeting by the director to leave the room he occupied. Centralized data as well as ease of access into the most important points within an organization [7]. But by using Web Based Accounting Online System accounting process can take place more efficiently and accurate in delivering information [8]. In terms of the effective benefits we can more quickly find information, because it can be accessed wherever and whenever the accountant is located [9]. For example, when in the meeting room with several clients and directors requested the latest financial records at that instant also the accountant can update it also in accordance with the data that entered in that second as well. purposes and needs always wants to rapid and accurate and make the director happy to get clients [10-12]. Sales processes that can be analyzed and recorded with WBAOS effectively and efficiently.

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The Sales Menu serves to record every sale transaction of goods or services in the form of invoice, delivery (E), ordering (E), and offer (E).

To access this menu, click Sales on the vertical menu on the left. You will see the sales page as follows.

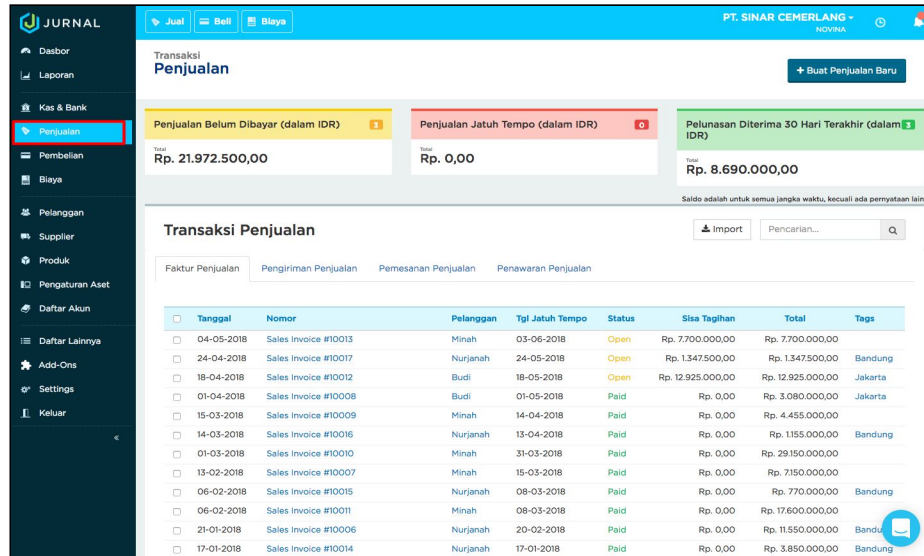


Figure 1. Display Menu Sales

2. Results and Discussion

The process of analyzing and recording company sales can be easily done using WBAOS. This is because the system that is online so that can be accessed anywhere and anytime with a good internet connection [13], here are some features that can be used to analyze and record sales:

- **Transaction Status**

Each invoice / shipment / order / offer has their respective status ie, Not Paid, Maturity, Full or Partial Paid. You can sort by that status with the following 3 criteria:

- Unpaid Sales (in IDR):** nominal click to sort transactions with the condition of the transaction has not been paid at all or has been partially paid and is due but partially payable for all periods;

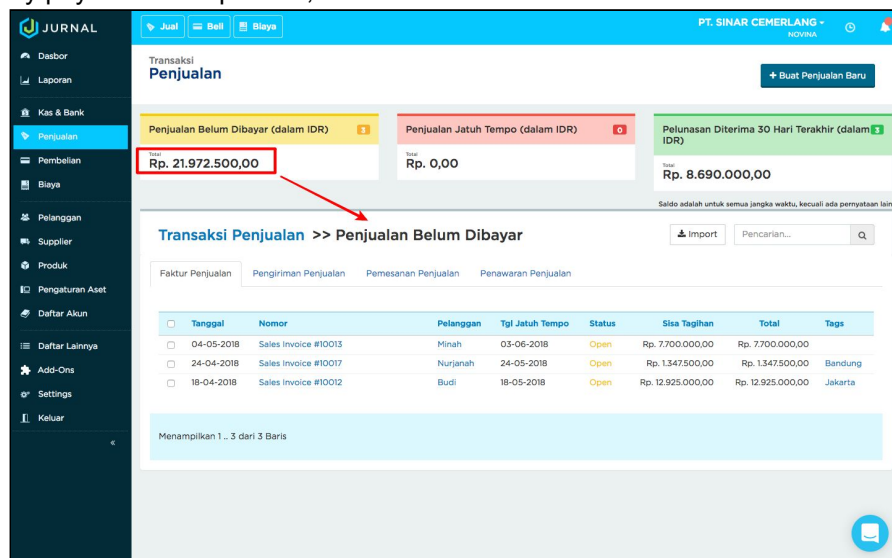


Figure 2. Display Status of Unpaid Sales

b. **Maturity Sale (in IDR):** sales that are already due either have been paid in part or have not been paid for all time periods. Click on sales numbers below this status and you will see a list of overdue sales;

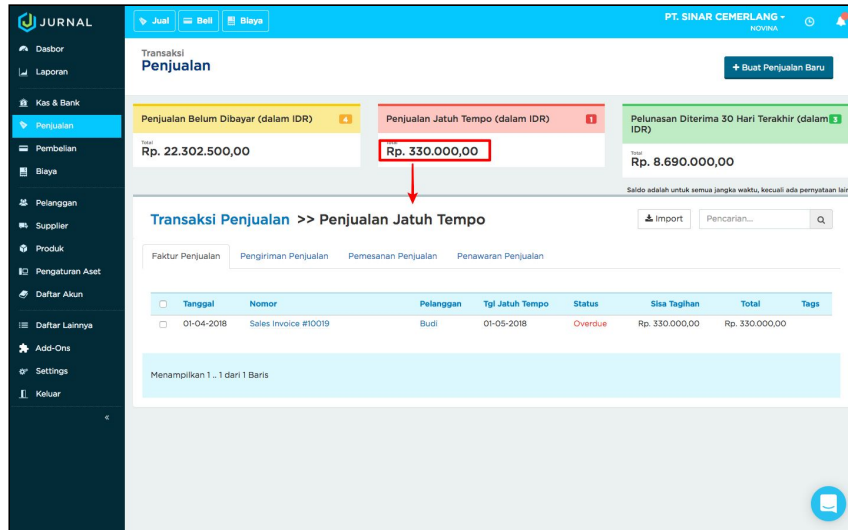


Figure 3. Sales Status Display Maturity Date

**Repayment Received Last 30 Days (in IDR):** paid sales, partially or fully paid from the last 30 days to today's date (Today's Date). Click on a sales number below this status and you'll see a list of payments received in the last 30 days;

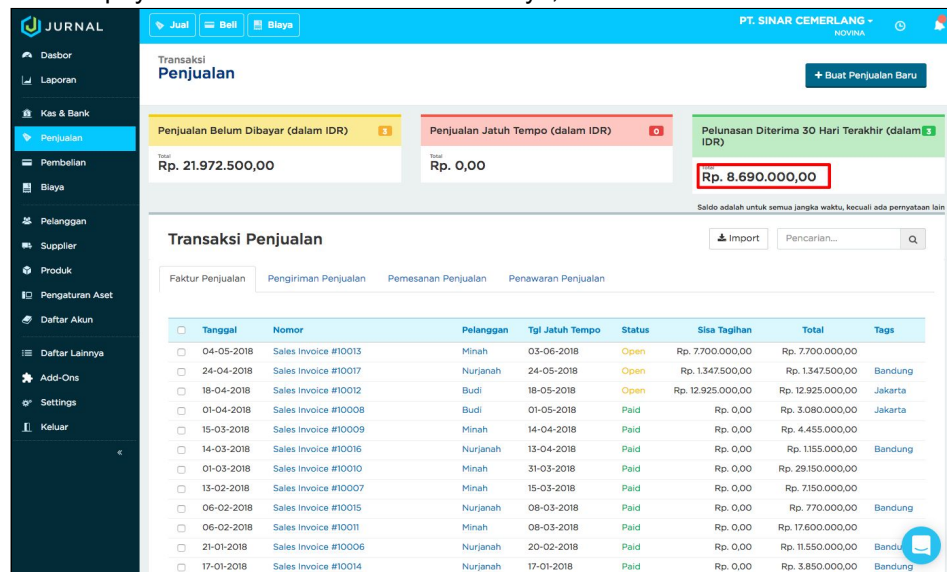


Figure 4. Last 30 Days Sales Views

a. You will be taken to the sales list report page.

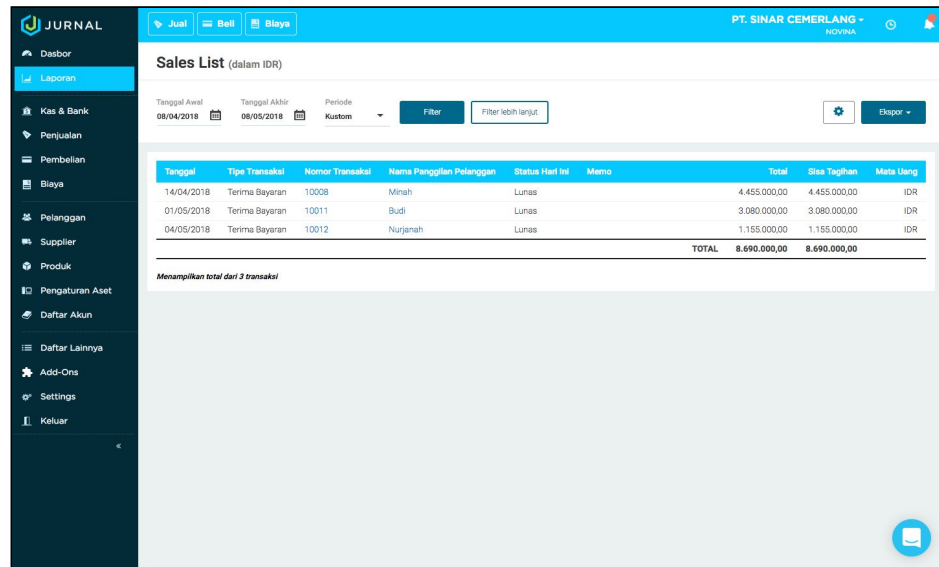


Figure 5. Display Menu List Sales Report

• **Creating Sales Charges**

To create sales invoices, click Sales on the vertical menu on the left. Then, click "+ Create New Sales". On the sales added page, you can specify whether you will make a Sales, Booking or Offer invoice.

• **Filling in Customer Information and Transactions**

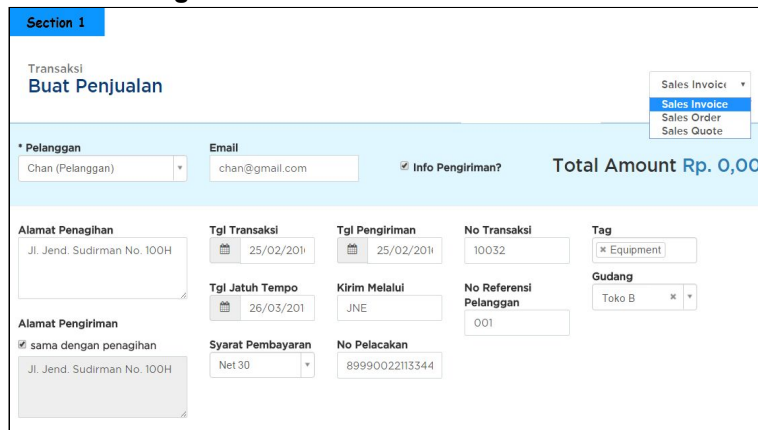
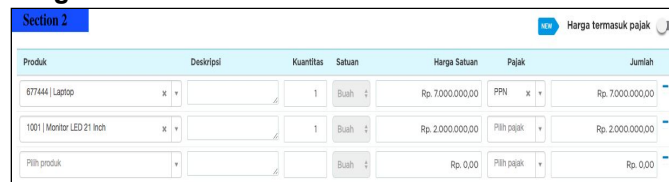


Figure 6. Display of Customer Transaction Information

- Customer: Select customer from the option box or add a new customer (required);
- Email: This field will automatically populate according to the selected customer;
- Shipping Info: Check if items will be sent. Then you will fill in the address, date, manner, shipping cost and tracking number. The delivery function will appear after it is activated through the Settings menu> Sales tab and check 'Delivery'.
- Billing Address: This field will fill automatically after the customer is selected;
- Transaction Date: Choose your sales date;

- Due Date: This field will be filled in accordance with the terms of the selected payment. However, it can still be selected as desired;
- Payment Terms: Choose the payment terms you want for this sale. The default payment terms available by the system are Cash on Delivery, Net 15, Net 30 and Net 60. The selected payment terms will affect the due date;
- No Transaction: The transaction number will be given and sorted automatically by the system, but can be changed as desired. This transaction number will make it easier for you to track your transaction data.
- No Customer Reference: Enter the customer reference number. For example, to record the subscriber's order number (optional);
- Tag: Select a transaction tag from the selection box or you can create a new tag. This tag will make it easier for you to read transaction reports grouped by tag.
- Warehouse: Choose from the warehouse which products you sell. You can also create new warehouses to group the products that exist in your company;

- **Filling in Product Details**



Produk	Deskripsi	Kuantitas	Satuan	Harga Satuan	Pajak	Jumlah
677444   Laptop		1	Buah	Rp. 7.000.000,00	PPN	Rp. 7.000.000,00
1001   Monitor LED 21 Inch		1	Buah	Rp. 2.000.000,00	Pilih pajak	Rp. 2.000.000,00
Pilih produk			Buah	Rp. 0,00	Pilih pajak	Rp. 0,00

Figure 7. Product Detail Display

- Price Includes Tax: Swipe this button to the right if the price of the product you are selling includes VAT.
- Suppose the price of your product is Rp 100,000 (including VAT), then the unit price will automatically be calculated with the value of Rp 90.909.090909 and the tax value is Rp 9,090,909091.
- Product: Select the products sold from the selection box. If no, type the product name to add it to the product list;
- Description: The description will be displayed automatically if you select the product from the selection box. You can change it if necessary;
- Quantity: Enter the number of products sold;
- Unit: Will appear automatically according to the selected product;
- Unit Price: The unit price will be displayed according to the product you selected or you can also fill it as needed;
- Discount Columns: Enter product discounts when the product you sell will be discounted;
- Amount: This field is the sum of multiplication of quantity, unit price and discount and will be added automatically;
- Tax: Select the tax that will apply for each product. If you have not yet, you can click + Add New to add new tax list. Tax may be as a cutter or nominal increase of the transaction by arranging it on the Other List> Taxes;

● **Fill in Additional Information**

SubTotal	Rp. 9.000.000,00
Diskon per Baris	Rp. 0,00
Diskon	Rp. 0,00
PPN	Rp. 700.000,00
Total	Rp. 9.700.000,00
Pemotongan	Rp. 0,00
Uang Muka	Rp. 0,00
Sudah Diterima	Rp. 0,00
Sisa Tagihan	Rp. 9.700.000,00

Figure 8. Display Form Additional Information

- **Message:** Enter additional information about the sales transaction you noted. This message will be printed on your sales invoice;
- **Memo:** Enter additional information about sales transactions that will appear on your sales report (not printed on invoices);
- **Attachment:** Click + Add File if there is a file to be attached;
- **Discount:** You can choose to enter a value or a discount percentage. You can also enter multiple discounts. For example, select% and type 50 + 20 in the discount field. The percentage of discounts that come up is the percentage of compound discount that is, 60%. This field will appear if it is activated via the Settings menu> Products Tab and ticks Discounts;

Diskon: 50+20 % Rp. → Diskon: 60 % Rp.

Figure 9. Display Add Discount

- **Discounts Per Line:** Enter the percentage or discounted value provided. This field will appear after being activated via the Settings menu> Sales tab (if any);
- **Cutting:** Click "Enter Amount Cut". Then, select the account that holds the withholding tax, for example: 21 Income-Fixed Asset account. Enter the percentage of withholding tax;
- **Advance:** Enter the money paid upfront (deposit). This advance will deduct the amount charged to your customers. If the deposit entered exceeds the bill, the rest will be a memo credit

● **Saving completed sales.**

When you're done, you'll see 2 function buttons below the form. Click "Cancel" to cancel the sales recording. To save new sales data, click "Generate Sales"; This button has 2 different options if you click the up arrow next to this button.



Figure 10. Display of Sales Option

If you choose "Make Sales", after your sales transaction is recorded, you will be directed to the Sales menu main page. If you choose "Create & New", you will be redirected to the page to record a new sale transaction after saving your previous sales data.

- **Make Sales Delivery**

In this section, you will see an explanation of the sales delivery process.

- Delivery process,
- Make Delivery,
- Make Billing from Multiple Delivery

- **Delivery process**

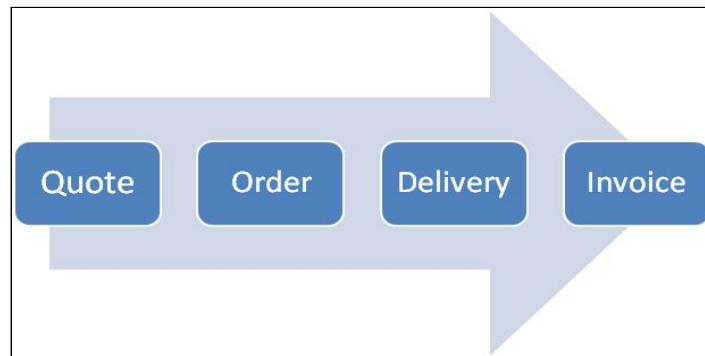


Figure 11. Delivery Process Flow View

The delivery process in Journal starts from Offers> Booking> Delivery> Billing. Before making delivery, you must make a reservation first.

After that, your staff with welding roles (Stockist) can make delivery of sales orders that have been made.

- **Make Delivery**

If you have already made a sales order, you can create a delivery by following these steps:

- Click the Sales menu;
- Click the Sales Order tab;
- Click the booking number;
- Scroll down and click Actions> Make Delivery. You will see the following page;

Figure 12. Display Form Create Sales Delivery

- In the picture, it looks you made a shipment for 5 items out of a total of 10 items. This means you can make delivery with the same order number more than 1x.
- Shipping Date: Choose your delivery date;
- Send Through: The contents of the shipping service you use (if any);
- Tracking No.: Fill in your freight shipment tracking number (if any);
- No Transaction: This number will be assigned and sorted automatically by the system. But you can change it;
- Quantity: Fill quantity of goods to be shipped. You can fill quantity quantity sent partially or wholly. For example, the number of your order is 10 while the shipped is 5 (partial). You can make billing for some of the items shipped by filling in the quantity quantity. Example: 5;
- Shipping Fee: Fill your shipping cost;
- Click "Create Sales Delivery". You will see the following form;

Figure 13. This Delivery States

- This Delivery states that you have issued a statement to send some items to your customers.
- To create a charge from your delivery, click "Create Billing." Billing made is in accordance with the amount of goods that have been sent



- **Make Billing from Multiple Delivery**

You can set up billing for each shipment or make 1 billing for multiple shipping. To create billing from some of your submissions:

- Click the Sales menu;
- Click the Sales Delivery tab;
- Click the shipping number;
- Click "Create Billing" on the delivery page;
- Then, select your shipping number on your billing invoice in the Delivery column;

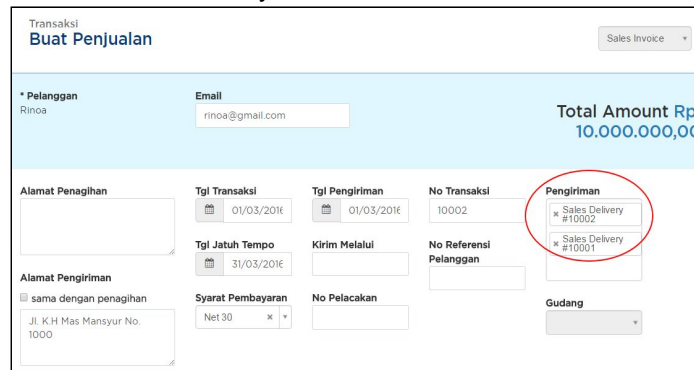


Figure 14. Create Sales View

- Insert deduction when available;
- click "Make a sale".

- **Creating a Sales Order**

After obtaining orders (Purchase Order) from customers, then the company will generally document the sales order in the accounting records of the company [14-15].

Making a sales order can be done by following these steps:

- Go to "Sales" menu;
- Click on the "+ Create New Sales" button;
- Select "Sales Order";
- Next, you will be taken to the sales order form page. Complete all the necessary information on the form like the following example:

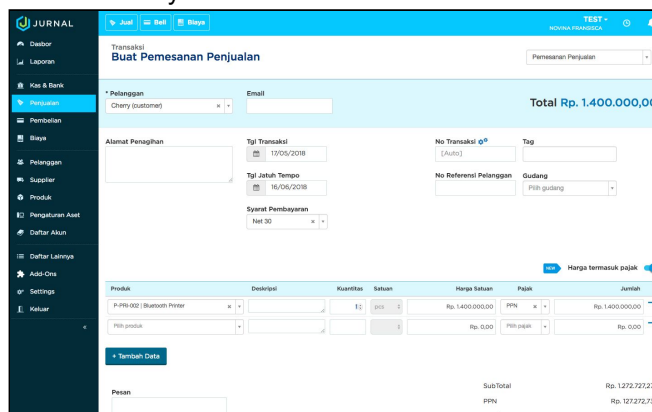


Figure 15. Display Create Sales Order

- When done, click "Create a Sales Order".
- Similarly, a sales order form is formed.

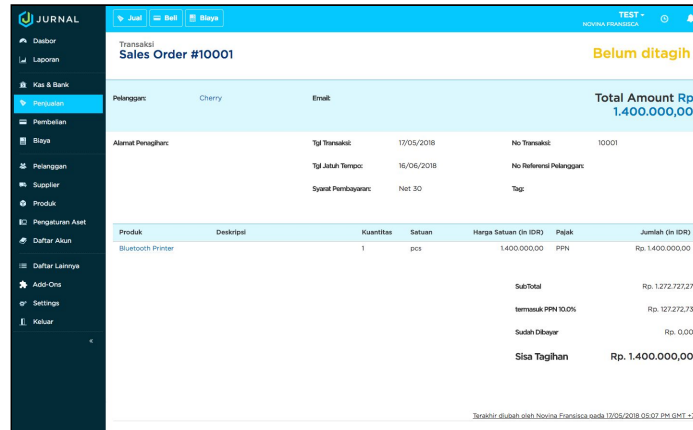


Figure 16. Display Results Create Sales Orders

- The sales order you made, has been listed on the "Sales" menu in the "Sales Order" tab as follows

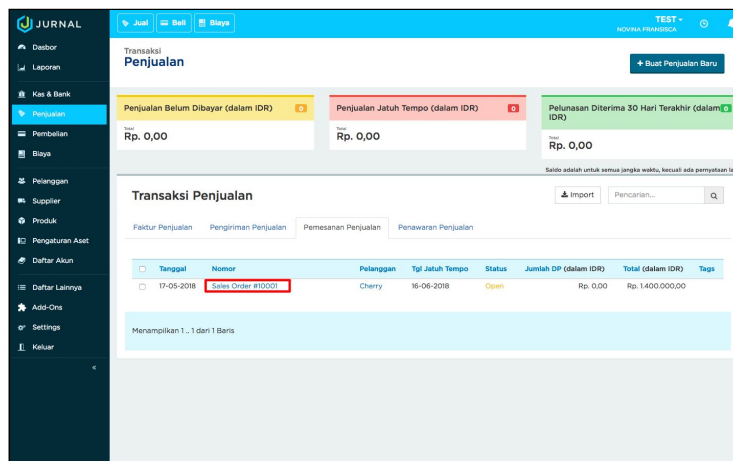


Figure 17. Making New Reservations

- In addition to making new reservations, you can also make sales orders based on the sales offer you have previously provided to those customers.
- **Make a Sales Offer**  
 If you want to offer customers a bid on the product you sell, you can create a sales offer form through the following steps:
  - Go to "Sales" menu;
  - Click on the "+ Create New Sales";
  - "Offer of Sale";



Figure 18. Menu Display Create a Sales Offer

- Next, you'll be taken to the sales offer form page. Complete all the necessary information on the form like the following example:

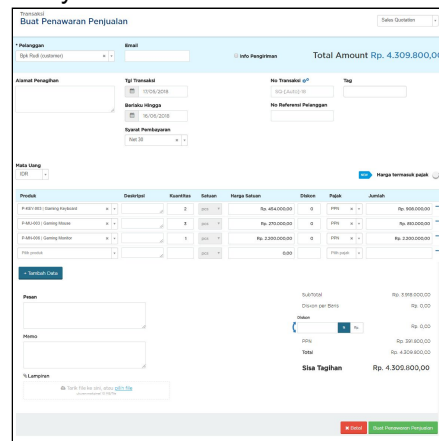


Figure 19. Display Create a Sales Offer

- After completing all the information, save your data by click "Create a Sales Offer" at the bottom right of the page.

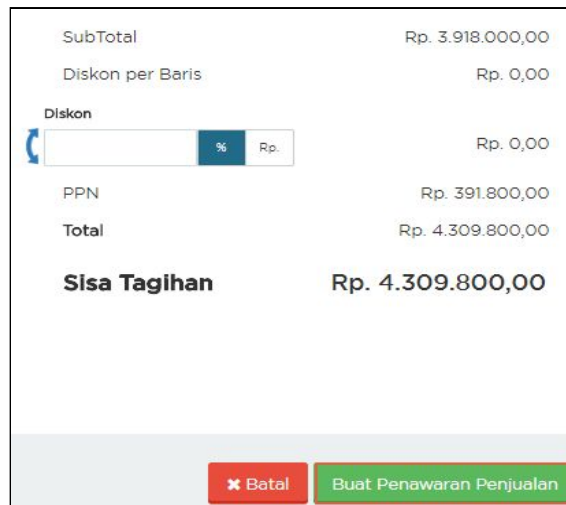


Figure 20. Display of Sales Offer Charge Bills

- Such is the form of sales offer that formed.

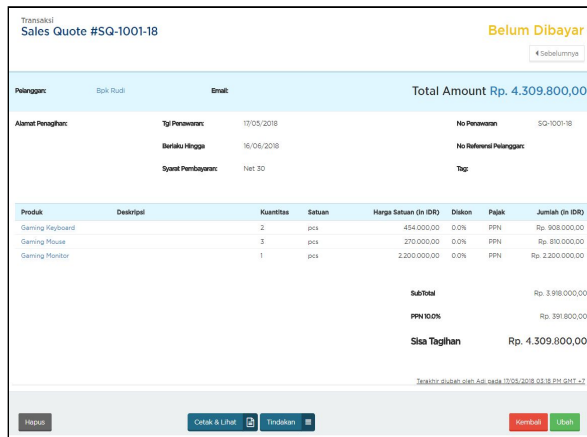


Figure 21. Results View Create a Sales Offer

- The sales offer you have made has been listed on the "Sales" menu in the Sales Offer tab as follows:



Figure 22. Display of Sale Offer Transaction

- If the customer accepts the offer you have provided and makes a sales order, then you can continue recording on the ordering process

### 3. Conclusion

Based on the discussion already described by the author. Sales is one of the most vital components along with purchasing. This is because the sale of the place where the entry of the coffers of a company's money. If the sales process of a company is not running or recorded properly then it can be messy and cause huge losses for the company. With WBAOS 2.0 (Web Based Accounting Online System) can facilitate the company to analyze and record the sales process that occurred. The company's sales analysis and records are useful for recording every corporate sales incident, because using the online system the process can be done anywhere and anytime with a good internet connection. So as not to cause significant losses to the company.

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