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CREATION OF A PETTY CASH MANAGEMENT INFORMATION SYSTEM BASED ON MICROSOFT ACCESS IN THE MARKETING AND SALES DIVISION OF PT PINDAD

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ABSTRACT (10pt)

PT Pindad is a state-owned company engaged in the production of defense equipment. This company has three branch offices spread throughout Indonesia, one of which is located in Bandung. The Bandung branch of PT Pindad has various divisions, one of which is the Marketing and Sales Division. in the Marketing and Sales Division, in managing petty cash, they still use Microsoft Excel, which still has some drawbacks, namely the recording process still has to be recorded three times, namely having to record petty cash vouchers per transaction, then it is recorded back into the book of recording receipts and disbursements of temporary petty cash. After recording the receipt and disbursement of temporary petty cash from the record book, it is then recorded back into the petty cash report book, so it takes quite a long time. Filling in petty cash vouchers is still filled in manually. Evidence of petty cash disbursements in the form of receipts, notes and receipts are kept in drawers and scattered around, so if needed it takes a long time to find the evidence. Based on these problems, a petty cash management information system based on Microsoft Access was designed to make it easier for employees to manage petty cash. After testing, it was found that creating a petty cash management information system can make it easier for petty cash holders to manage petty cash.

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INTRODUCTION (12PT)

In the era of information technology development, the application of computerized systems, especially in business, has become an important need. Data processing via computers provides superior efficiency and accuracy. Financial management, especially in the finance section, plays a crucial role in every business. In a company like PT Pindad, good control over cash is important to ensure that money goes in and out in a documented manner.

Cash is considered an asset that is very influential in company transactions. Cash disbursements can be made via check or cash system, depending on the size of the transaction. Daily and small

expenses, such as paying for fuel or parking, are often more effectively handled through petty cash funds.

PT Pindad, as a state-owned company, has a Marketing and Sales Division which carries out petty cash disbursements. Currently, petty cash management is carried out through Microsoft Excel, however, this manual process has obstacles, such as the need for repeated recording and the difficulty of finding evidence of expenses stored manually.

Therefore, the final project "Creating a Microsoft Access-based Petty Cash Management Information System in the Marketing and Sales Division of PT Pindad" is proposed to provide a technology-based solution to speed up and simplify petty cash management. This system is expected to be able to automatically record, store proof of expenses, and produce petty cash reports quickly, accurately and efficiently.

LITERATURE REVIEW (12PT)

2.1. Information Systems

An information system is a collection of interrelated elements to manage the processing of input into the desired output. This system meets organizational needs in processing daily transactions, supporting managerial functions, and providing strategic information for decision making. Information systems consist of various components, such as hardware, software, databases, procedures, people involved, and computer networks and data communications.

According to Simbolon & Dewanto (2020), information systems play an important role in the growth and development of an organization, while Firman & Ulpa (2020) explain that information systems provide information that is useful for information recipients. The goal is to provide data for decision making and integrate the organization into the process.

Thus, an information system can be thought of as a collection of organizational activities that, when executed, produce information for decision makers and control the organization. Information system components include hardware, software, databases, procedures, people involved, and computer networks and data communications, as explained by Latif & Pratama (2015).

2.2 Cash

According to Annisa & Syahidin (2021), cash is a current asset which includes coins, banknotes, or the like, and is used as a medium of exchange or in the transaction process on the basis of accounting measurements. Cash in a company is generally divided into two groups:

Petty cash refers to company assets that, although small in amount, have the potential to be misused, for example taken by employees. Petty cash control must be separated, and systems and procedures for recording petty cash expenditures must be firmly established. Using checks for petty cash payments is not practical (Firman & Ulpa, 2020). Petty cash is funds provided by a business for small expenses and is not practical if paid by check or giro (Annisa & Syahidin, 2021).

According to Firman & Ulpa (2020), the petty cash accounting system can be carried out using two methods:

- Fixed Fund System

Fixed fund system is a constant fund for petty cash holders. Expenditures are recorded when replenishing the petty cash fund.

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- Funding System Changes

The changing fund system is a non-fixed fund, and funds are replenished at any time when the stock of funds in petty cash is almost exhausted. Every transaction from petty cash is immediately recorded.

According to Annisa & Syahidin (2021), company cash is stored in the form of money orders/notes at the bank and used to pay large checks.

2.3 Data

The definition of data in Astuti (2018) states that data is information material about events or real facts that are formulated in certain symbols that indicate quantities, actions, or things.

According to Hendini (2016), a database is a collection of related tables which can be expressed by the key of each existing table. A database reflects the scope of a company or office and is a collection of data that describes activities and actors in an organization. A database system is a computer system used to store and manage this data (Willyansah & Syarkawi, 2022). It can be concluded that a database is a collection of interconnected data that is usually stored in a computer system.

2.4 Microsoft Access

Microsoft Access is a database processor used to handle various types of data such as consumer data and employee registration. With good management tools, Access makes it easier for users to sort, select and organize data (Annisa & Syahidin, 2021). This software can be run on Windows systems and is part of the Office products developed by Microsoft (Willyansah & Syarkawi, 2022).

Microsoft Access features that make users' work easier include:

a. Table: A place to place, store, and change data in the database.

b. Query: Commands for processing data with the ability to save queries for reuse.

c. Form: A link between the user and the database, allowing data processing without having to enter the database.

d. Report: Facility to display data in the form of a report that is ready to be printed, making it easier to understand information resulting from data processing (Annisa & Syahidin, 2021; Willyansah & Syarkawi, 2022).

METHODS

This Microsoft Access-based information system is designed to assist petty cash holders in managing petty cash. This project requires well-structured planning so that this information system can be proposed without problems, including:

1) Needs analysis
2) Database design
3) DFD in information design
4) Conceptual ERD

Next, the work procedure is carried out according to the following figure.

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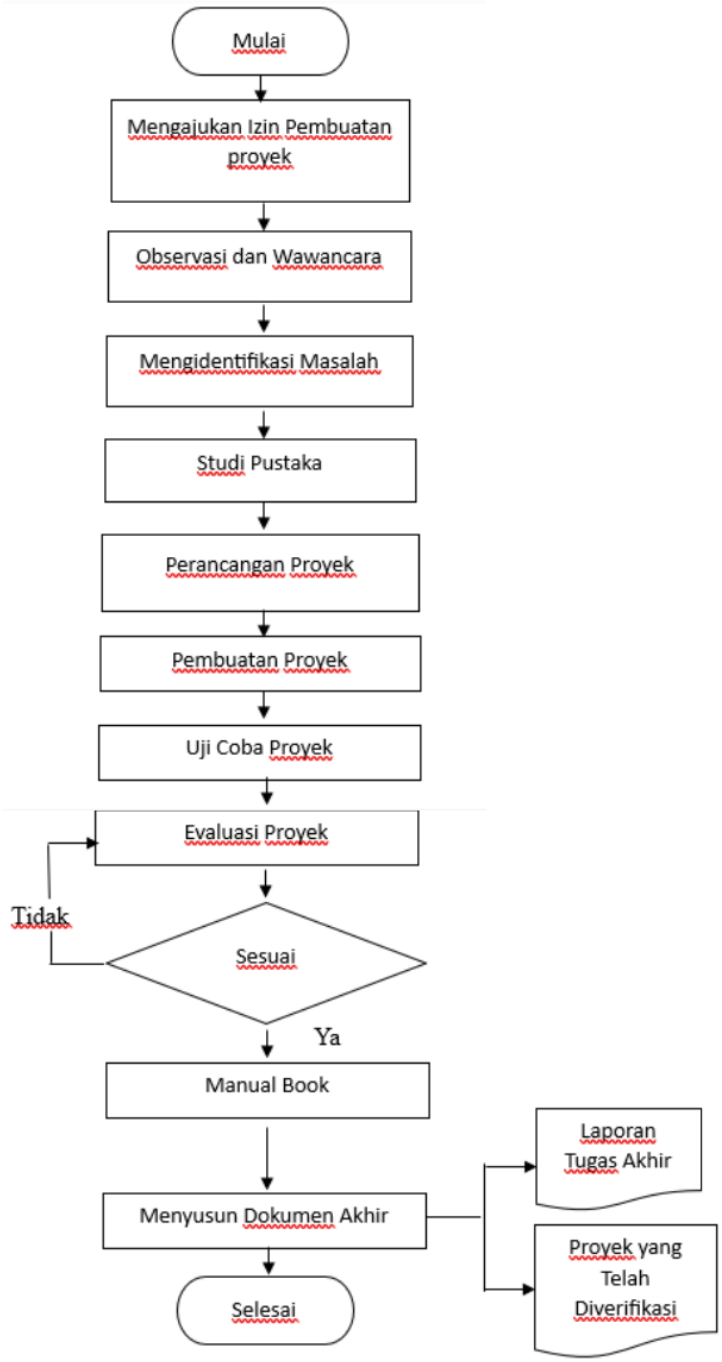

Figure 1.1 Work Procedure Flowchart

RESULTS AND DISCUSSIONS

The Microsoft Access-based petty cash management project was tested by Mrs. Anggi for 5 days, who is also responsible as the Administrative Department for petty cash management. The results of the interview with Mrs. Anggi stated that the project trial ran smoothly without any problems.

According to him, this project makes it easier to record petty cash because it does not require recording three times as before. With the previous system, filling in petty cash vouchers, recording temporary petty cash receipts and disbursements, and recording petty cash reports were done separately, taking around 1 minute 34 seconds per transaction. With the latest project, all of this is automatically filled in with a single transaction input, taking just 55 seconds per transaction. Thus, the recording duration is faster, namely 55 seconds per transaction, compared to the previous system.

Mrs. Anggi also said that this project makes it easier to use petty cash vouchers because they are in digital form and are automatically recorded in the system. Evidence of petty cash disbursements in this project does not need physical storage, because it is already stored in digital form in the system. Searching for proof of expenditure is also faster, taking only 10 seconds by typing keywords, compared to 30 seconds on the previous system.

The Marketing and Sales Division often makes routine and petty cash expenditures for office purposes, known as petty cash. This petty cash is used to pay for expenses such as office supplies, guest entertainment or taxi fares (Giri, 2017). In order to manage petty cash expenditures that occur every day, the division needs a system that makes it easy to input, archive, search and create automatic reports.

As a solution, a petty cash management information system based on Microsoft Access was designed, a database system that can store and manage information easily (Kuswantoro, 2007). After being designed using Data Flow Diagrams (DFD) and Entity Relationship Diagrams (ERD), the project will be approved by the Marketing and Sales Division to ensure suitability to needs.

After approval, a five-day trial operation of the project was carried out by the Administration Department. The trial results show that this information system makes it easier to record petty cash, reduces recording three times, and speeds up filling in petty cash vouchers. Evidence of petty cash disbursements can be archived in the system, avoiding loss of evidence and minimizing physical storage costs. Searching for proof of expenditure is faster, only takes 10 seconds. Thus, this Microsoft Access-based petty cash management information system meets the needs of the Marketing and Sales Division (Ms. Anggi).

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CONCLUSION

Based on the results of the Microsoft Access Based Petty Cash Management Information System project in the Marketing and Sales Division of PT Pindad, it can be concluded as follows:

1) Cash management in the Marketing and Sales Division initially used Microsoft Excel, which was considered less effective. Manual processes, such as recording three times and filling in petty cash vouchers manually, take a long time. In addition, proof of petty cash disbursements stored in the cupboard takes a long time to find.
2) The creation of a Microsoft Access-based information system aims to overcome this problem by making it easier to input, delete data, search for evidence of petty cash expenditures, archive evidence, and create automatic reports. Projects involve permits, observation, and design using Data Flow Diagrams (DFD) and Entity Relationship Diagrams (ERD). The results get approval from the Marketing and Sales Division.
3) The project trial showed that this information system made recording easier, reduced recording time three times, and helped in filling petty cash vouchers automatically. Evidence of petty cash disbursements can be archived in the system, reducing physical storage costs, and searching for evidence becomes faster.

4.2 Suggestion:

It is recommended to carry out regular system maintenance, including data backup and use of antivirus, to maintain system security and reliability.

1) System development from a local database to a web database can facilitate access anytime and anywhere as needed.
2) It is hoped that other divisions at PT Pindad can adopt petty cash management using Microsoft Access to increase the efficiency of recording, storing and searching for evidence of petty cash expenditures.

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