

## Analyze and Record a series of Purchase Transactions on Companies using Online Accounting Software

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### Abstract

*One of the financial activities in the company is to record a series of every purchase transaction which serves to record every fund issued by the company that creates liabilities or debts to the supplier. This is also equally important that must be considered with other recording activities because if the expenditure is not recorded properly there will be a fatal difference or error because this also involves the success of a company and will be needed when you want to report income and expenses of a company then from it must be careful in the process of recording and analyzing purchase transactions in the form of purchase offers and orders. Considering that these activities are very important for the success of the company, by using online accounting software can facilitate recording and analyzing a series of purchase transactions because they can be accessed anywhere and anytime with an internet connection, thus purchasing transaction reports can be monitored more easily and in the process of recording and analyzing purchase transactions the form of offers and bookings will work more effectively and efficiently.*

**Keywords:** *online accounting software, recording, offering and ordering purchases*

### 1.Introduction

The rapid development of technology in all aspects makes a development of innovation and creativity go along with these developments [1]. Activities within a company, each of which has a role to succeed in the company. One activity that has an important role is to record and analyze a series of each purchase transaction that serves to record every fund spent by the company [2].

In the process of recording and analyzing purchase transactions in the form of purchase offers and bookings, there are still many companies that use manual systems or semi-computerized systems not yet online [3].

Considering that these activities have an important role in the success of the company, the process must be meticulously and also with guaranteed security [4] so that there is no mistake that makes the company suffer losses [5]. To facilitate this activity, online accounting software is needed.

Online accounting software is a system that can be accessed with a good internet connection [6] and can be accessed anywhere and anytime so the activity can run effectively and efficiently [7]. So that this can create good asset management [8].

The purchase menu serves to record every purchase transaction of goods or services in the form of invoices, shipments (E), orders (E), and offers (E) [9], [13]. To access this menu, click Purchase on the vertical menu on the left. as shown below

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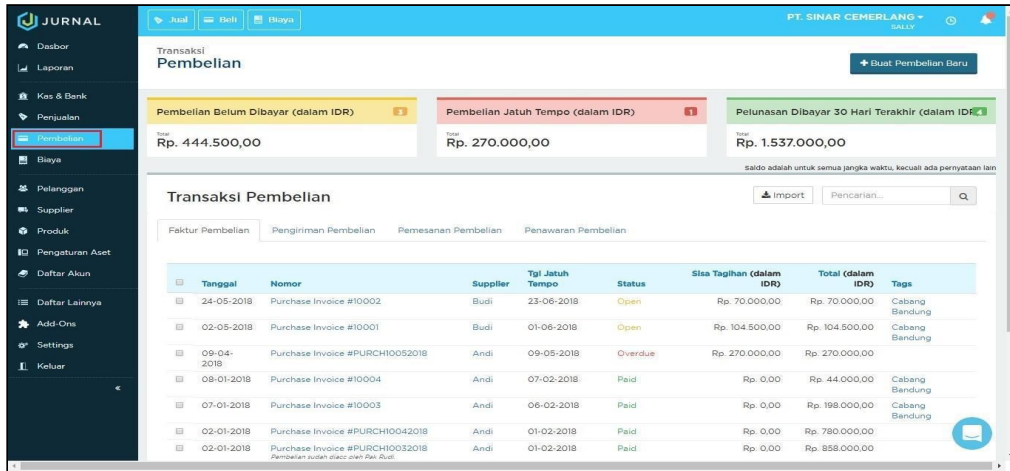


Figure 1. Display of the Purchasing Menu

Note that the shipping, ordering and bidding tabs only appear in the Enterprise package

## 2. Results and Discussion

One of the financial activities in the company is that it records a series of every purchase transaction [10], [14]. Which will be easier by using online accounting software that can be accessed anywhere and anytime [11]. There are several steps that must be taken when you want to access online accounting software to record and analyze purchase transactions

### a. Transaction Status

Each invoice, delivery, order and offer have their respective status ie unpaid, matured, paid or partially paid.

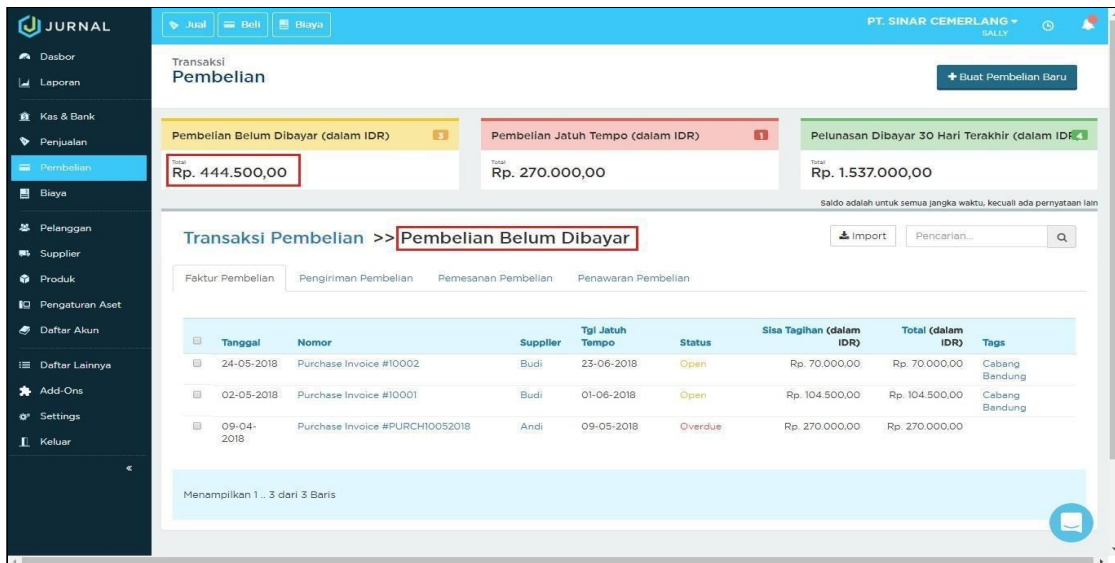


Figure 2. Purchase Menu Display

In Figure 2 shows the purchase purchase menu display has not been paid (in IDR) which is to sort transactions with the condition of the transaction has not been paid at all or has been paid and is due but has been paid in part for all periods of time

b. Purchase of Maturity

Purchase of Maturity is a deadline for payment or receipt of something that has been set [12].

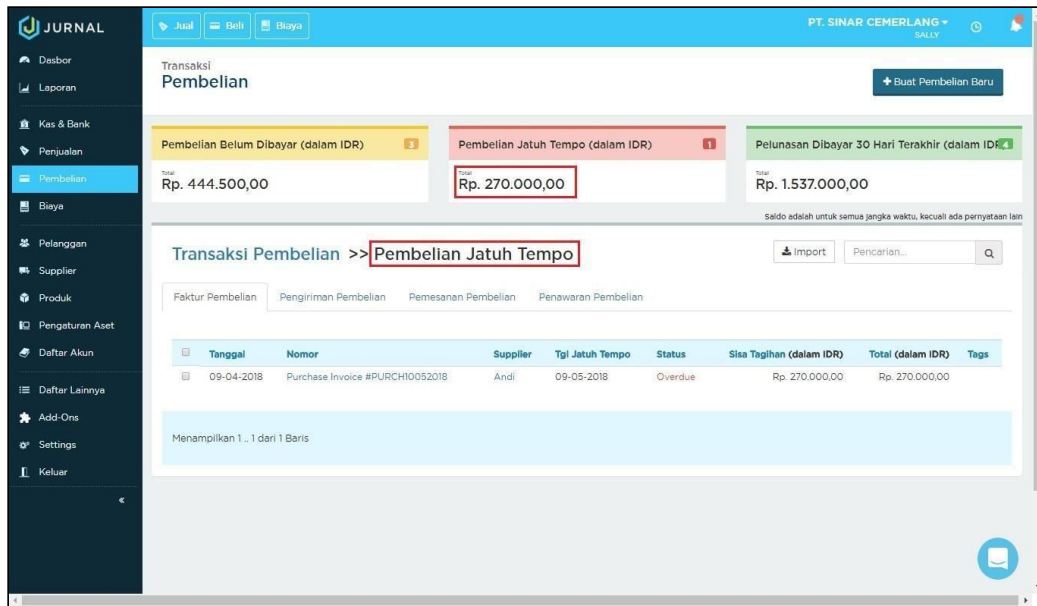


Figure 3. Display of Maturity Menu

In Figure 3 shows the purchase menu listed purchase is due. Purchases that are already due are paid either partially or have not paid under the status and select the numbers contained in the picture above and will see purchases that have matured.

c. Last 30 Day Paid Repayment (in IDR)

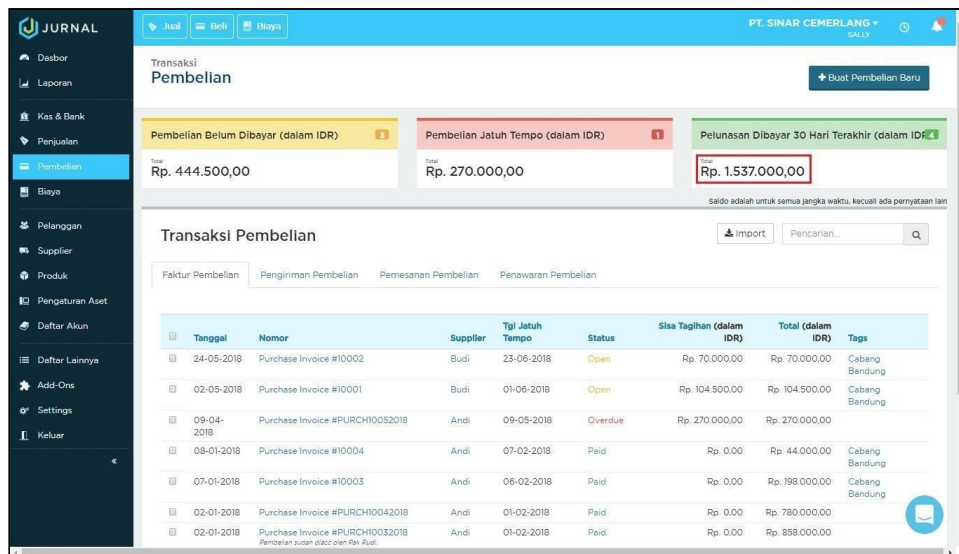


Figure 4. Display of the Last 30 Days Paid Repayment Menu

In figure 4. sales that have been paid, either partially or in full from the last 30 days to today's date (Today's Date). Click on the sales number under this status and you will see a repayment list received in the last 30 days; after that it will be directed to the purchase list report page. As follows.

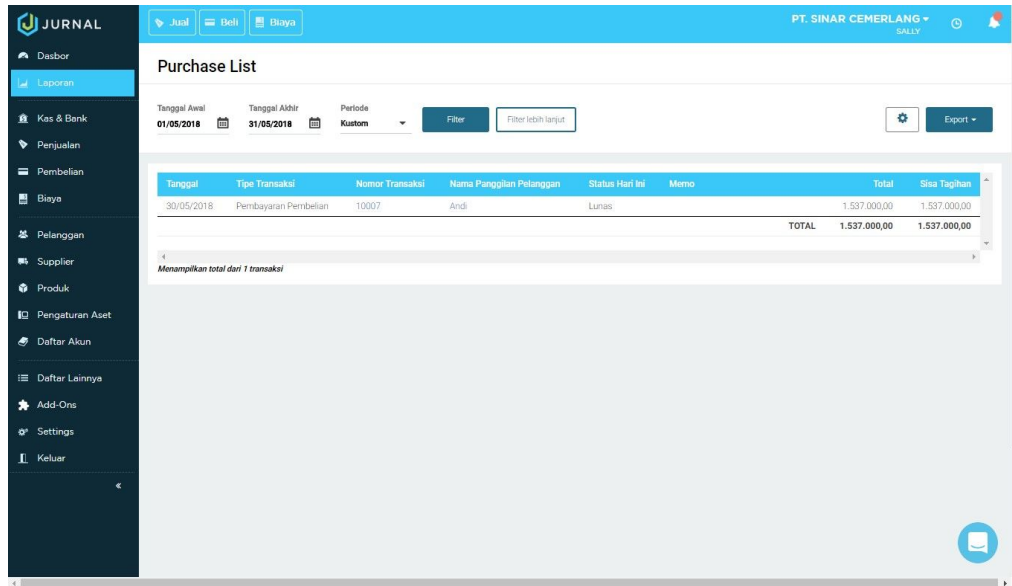


Figure 5. Menu Display of Purchase List Report

The small number in the upper right corner of the transaction status shows the number of sales transactions for each status

- d. Purchase Tab  
On the main page there is



Figure 6. Display of duplicate forms of general journals

In Figure 6 shows the view To duplicate the general journal select another list menu, then click Transaction List[15], type as desired then type the general journal number that will be in duplicate then scroll down then click the action and click duplicate transaction.

1. Purchase Invoice: On this tab, you can do the following things,
  - View & Print Purchase Invoices
  - Purchase Invoice Email
  - Send Payment
  - Print & Purchase Returns
  - Use / Refund Credit Memo
  - Arrange Repeat Transactions
2. Purchase Delivery: On this tab, you can do the following if you have made a purchase order
  - Make a Purchase Billing
3. Purchase Order: On this tab you can do the following
  - View & Print Order
  - Booking Email
  - Delivery (If checking 'Shipping Info')
  - Create an Invoice
  - Add Deposit
  - Arrange Repeat Transactions
4. Tab of the Purchase Quote: On this tab you can do the following things
  - View & Print Offers
  - Bid Email
  - Make a Purchase Billing
  - Make a Purchase Order

### 3. Conclusions

In accordance with the explanation described above, that is about recording buyer transactions is an important activity that must be considered because if the transaction recording occurs an error the company will experience a loss and the information provided does not match the actual transaction. Considering that these activities are very important for the success of the company, by using online accounting software can facilitate recording and analyzing a series of purchase transactions because they can be accessed anywhere and anytime with an internet connection, thus purchasing transaction reports can be monitored more easily and in the process of recording and analyzing purchase transactions the form of offers and bookings will work more effectively and efficiently.

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