



Cash Receipts and Disbursements Accounting Information System at an Education Center

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ABSTRACT:

An information system integrates people, hardware, software, and data networks that continuously interact to store, collect, process, and distribute information to achieve organizational goals. An accounting information system is designed to collect, record, store, and process data from routine accounting transactions. The object of this research is Victory Education Center, which operates as a non-formal education service provider. This research aims to understand the accounting information system for cash receipts and disbursements applied by Victory Education Center, to determine whether the system is implemented according to procedures, and to identify methods to prevent cash fraud and embezzlement at Victory Education Center. In this study, the author uses a descriptive analysis method. The data sources include both primary and secondary data. The results show that the accounting information system for cash receipts and disbursements still relies on Microsoft Excel, which affects the accuracy of financial data and increases the time required to prepare financial reports for Victory Education Center. Additionally, no cash receipts and disbursement plans are in place, making it impossible to predict the annual cash inflows and outflows. Human resources are not optimally utilized, as some staff are working outside their areas of expertise, there is no segregation of duties between those receiving cash and those recording transactions, and financial reports are not audited because no specific department is assigned to perform such audits.

Keywords: Accounting Information System, cash disbursement, cash receipt, expenditure.

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INTRODUCTION

Implementing efficient and reliable accounting information systems in today's digital age is crucial for organizations across all sectors, including education. An effective accounting information system (AIS) facilitates the accurate and timely recording, processing, and reporting of financial transactions, which is essential for decision-making and maintaining financial transparency (Budai & Denich, 2022). For educational institutions, particularly those operating in non-formal education, managing cash receipts and disbursements is vital in ensuring the sustainability of operations and the integrity of financial management. Accounting information systems are one type of information system required by the Victory Education Center in handling activities and daily operations to produce accounting information as well as other information regarding the company's business processes required by management and other related parties in connection with the taking decisions and other policies. With an information system, cash receipts and cash disbursements are expected to increase work effectiveness and efficiency, thereby helping make it easier for employees to manage data on cash receipts and cash disbursements, speeding up the presentation of reports, and simplifying the process search for cash in and cash out data for a company (Ayuningtyas, 2023; Muhammad & Nurfadliyah, 2020).

The Extramural Education Foundation is one of the institutions that is designed to provide educational services to the community. Foundation The out-of-school education that is the object of this research is Victory Education Center, which is one of the out-of-school educational institutions that teaches English and computer courses. This educational institution requires good financial management to support its smooth learning process activities. Financial activities include revenue originating from the payment of student tuition fees and expenses for educational and operational needs. Victory Education Center's financial recording process is basic and already computerized, but it still uses the Microsoft Excel application. Using Microsoft Excel has weaknesses and limitations. A number of These weaknesses include the system for recording transactions, making journals, making ledgers, and preparing financial reports is still input one by one in the columns in Microsoft Excel, it is difficult to access the data and information regarding data on cash receipts and disbursements, as well as difficulties in preparing cash receipt and disbursement reports. A number of these weaknesses have an impact on the level of data accuracy. Accounting systems using Microsoft Excel still rely on human power, so errors may occur during the implementation process. The accounting system at the educational foundation also requires more time from one day to record transactions that occur every day, as a result, monthly financial reports cannot be completed on time.

Accounting Information Systems (AIS) development and implementation have been widely discussed across various sectors, particularly in corporate and formal educational environments. Accounting Information Systems are defined as systems that collect, store, and process financial and accounting data used by decision-makers (Romney & Steinbart, 2021). AIS helps organizations manage their financial operations efficiently, reduce errors, and enhance transparency. The introduction of automated systems in accounting, such as ERP (Enterprise Resource Planning) systems, has significantly improved the accuracy of financial data and streamlined financial reporting processes (Lestari & Musrady, 2023; Mu, 2021). Research has shown that AIS contributes significantly to financial management in the educational sector, particularly in formal institutions like universities. Studies by Biber et al. (2021), AIS benefits higher educational institutions in terms of accurate budgeting, financial forecasting, and better financial control. Academic institutions handle multiple financial transactions daily, from tuition fees to operational costs, making an effective AIS crucial for maintaining financial integrity (Yendrawati & Hidayat, 2021).

However, much of the literature on AIS focuses on large organizations with considerable resources. For instance, modern systems like cloud-based AIS and integrated ERP systems are designed for scalability and complexity, making them suitable for large enterprises but often inaccessible for small and medium-sized enterprises (SMEs) or non-formal educational centers (Ermawati & Arumsari, 2021). These sophisticated systems provide enhanced features like real-time processing, automated reporting, and fraud detection mechanisms that smaller organizations often cannot afford or maintain (Mu, 2021).

The research on AIS implementation in non-formal educational institutions, such as training centers and extracurricular education centers, remains limited. These institutions often rely on rudimentary systems like Microsoft Excel or basic accounting software that lack automation and comprehensive security measures (Susanto et al., 2022). The reliance on manual processes in these settings not only increases the risk of human error but also exposes the institution to higher risks of fraud and financial mismanagement. Moreover, such systems may not adequately support decision-

making or compliance with regulatory financial standards (Listalia & Suryaningrum, 2023; Muhamad, 2021; Shanti et al., 2023). Few studies have investigated how these smaller institutions can adapt and optimize existing tools to manage cash receipts and disbursements more effectively. This gap presents an opportunity to examine non-formal educational centers' specific challenges and limitations in managing their finances and propose practical solutions based on their unique needs and constraints. Thus, the research questions are:

RQ1: How does the accounting information system cash receipt and cash disbursements at the Victory Education Center extramural education foundation?

RQ2: Has the cash receipts and disbursements accounting information system at the foundation Victory Education Center out-of-school education been conducted accordingly?

The findings of this research have both theoretical and practical implications. From a theoretical perspective, this study contributes to the growing body of literature on AIS by providing a case study of a non-formal education center, expanding the understanding of AIS application in different contexts. Practically, the research provides valuable recommendations for improving cash management systems in similar institutions, focusing on enhancing accuracy, preventing fraud, and promoting better resource allocation. This study also highlights the importance of developing tailored AIS solutions that cater to the unique needs of small-scale educational centers, contributing to their long-term sustainability and financial health.

LITERATURE REVIEW

Cash Receipts Accounting Information System

A Cash Receipts Accounting Information System is a specialized subsystem within an organization's overall accounting information system that records, manages, and tracks cash inflows. This system typically handles various sources of cash receipts, such as customer payments, loan proceeds, donations, or other relevant income sources. The main functions of a cash receipts system are to ensure accurate recording, safeguard cash, and provide reliable financial information for decision-making (Ayuningtyas, 2023). Components of Cash Receipts Accounting Information System:

1. **Data Collection and Entry:** Cash receipts are initially collected from different sources, such as cash sales, customer payments, or other forms of incoming cash. These receipts are recorded manually or through an automated system, ensuring that all transactions are captured accurately.
2. **Processing Transactions:** Once cash receipts are recorded, they are processed according to the organization's internal controls. This includes validating their accuracy, matching them against invoices or other documentation, and categorizing the transactions based on their type (e.g., sales revenue, donations).
3. **Internal Controls:** Strong internal controls are necessary within a cash receipts system to prevent fraud and errors. These controls may include segregating duties (such as separating the person who receives cash from the one who records it), conducting regular reconciliations, and implementing approval processes for cash-related transactions.
4. **Storage and Reporting:** After processing, the cash receipts data are stored in the system and used to generate reports, such as daily or monthly cash inflow statements, reconciliation reports, and other financial summaries. This information is crucial for management to monitor cash flow, plan future financial activities, and ensure compliance with accounting standards.
5. **Safeguarding Cash:** The system also involves procedures for safeguarding cash, such as immediately depositing received cash into the bank, securing cash with physical and digital security measures, and ensuring that only authorized personnel handle the cash.

The importance of a Cash Receipts Accounting Information System is accuracy: It ensures that all cash inflows are accurately recorded, reducing the likelihood of errors in financial statements. Efficiency: Automating the system enhances the efficiency of handling large volumes of transactions, reducing manual workload. Fraud Prevention: By implementing strong internal controls, the system helps prevent fraud, such as misappropriation or theft of funds. Financial Reporting: Timely and accurate financial reports generated by the system aid management in making informed decisions about the organization's liquidity and financial health (Ayuningtyas, 2023). Sound internal control in education transactions will lead to the quality of financial reporting (Amaliyah et al., 2019). An educational centre's cash receipts accounting system may include tuition payments, donations, or other

income from various programs. Ensuring that the system operates effectively is essential to maintaining financial transparency and supporting the institution's sustainability.

Cash Disbursements Accounting Information System

A Cash Disbursements Accounting Information System is a subsystem within an organization's accounting framework responsible for managing, recording, and tracking all cash outflows (Faque, 2022; Muhammad & Nurfadliyah, 2020). This system handles various disbursements, including payments to suppliers, payroll, rent, utility bills, and other operational expenses. Its primary purpose is to ensure that all cash disbursements are properly recorded, authorized, and monitored to maintain accurate financial records and safeguard assets. Components of a Cash Disbursements Accounting Information System:

1. **Data Collection and Entry:** The system begins by collecting data on cash disbursements from different sources, such as payment requests, invoices, or expense claims. This data is entered manually or through automated processes, ensuring every cash outflow is documented.
2. **Processing Transactions:** After entry, the system processes these disbursements. This includes verifying that payments are authorized, matching supporting documents (e.g., purchase orders or vendor invoices), and categorizing the transactions into appropriate expense accounts.
3. **Internal Controls:** Effective internal controls are essential to prevent fraud and ensure that cash is spent only on legitimate expenses. Controls in a cash disbursement system may include segregating duties (separating those who authorize disbursements from those who record them), requiring approval from management for large payments, and conducting regular audits of disbursement records.
4. **Payment Execution:** Payments are processed once all controls are satisfied. These may be done through various methods, such as cash, checks, or electronic transfers. The system tracks these disbursements and ensures that they are properly recorded in the relevant accounts.
5. **Reconciliation and Reporting:** After making payments, the system generates reports on cash disbursements. These reports help management monitor cash flow, compare disbursements with budgets, and identify discrepancies. Monthly reconciliation of bank statements and internal records is also critical to ensuring that cash outflows match recorded transactions.
6. **Documentation and Storage:** The system records all disbursements, including supporting documentation such as receipts, invoices, and payment approvals. These records are essential for audits, financial reporting, and compliance with financial regulations.

The importance of a Cash Disbursements Accounting Information System is Accuracy: It ensures that all cash outflows are recorded accurately and consistently, reducing the risk of errors in financial reporting. Control and Compliance: Strong internal controls help prevent unauthorized or fraudulent payments, protecting the organization's financial assets. Cash Flow Management: By tracking disbursements, the system provides management with critical data on cash flow, enabling better decision-making related to budgeting and financial planning. Financial Reporting: The system helps generate timely financial statements and reports, which are vital for understanding the organization's expenses and ensuring compliance with accounting standards. In an educational center, a cash disbursement system would handle expenses such as salaries for teachers and staff, facility maintenance, purchase of educational materials, and other operational costs. Ensuring the system's efficiency is crucial for the institution's financial sustainability and operational effectiveness.

RESEARCH METHOD

Research Location

The location of the research was the Out-of-School Education Foundation Victory Education Center which is located at Jalan Titi Pahlawan no. 37, Rengas Island, Medan Marelan sub-district, Medan City, North Sumatra 20255 Tel. 6851047/80027780. The research was carried out from May 2020 to August 2020.

Data Collection Methods

To obtain the data or information needed for completing this research, the author carried out data collection through two data collection methods, namely:

1. Field Research Method (Field Research). Conducted direct research on the research object concerned. In this field research, observations were carried out directly to the research object: a. Interview, data collection by holding questions and answers directly to the administrative and financial coordinator and leadership from the Victory Education Center using interviews directly. b. Observation is achieved by viewing and studying documents and company transaction records.
2. Library Research Method, namely obtaining techniques data by carefully reading and studying the data from the library, which comes from literature books, the internet, and journals related to this research.

Data Analysis Methods

This research uses a descriptive analysis method, namely a method discussion of problems like explaining, illustrating, comparing, and explaining data or situations to draw conclusions to achieve the desired goals. The analysis technique used in this research is as follows: 1) Identify cash receipt and disbursement procedures interviews, as well as compare research results with existing theories support. 2) Identify internal controls over cash receipts and disbursements through interviews and comparing research results with supporting theories.

RESULTS AND DISCUSSION

Victory Education Center Organizational Structure

The organizational structure shows the relationship between superiors and subordinates, where the leader is responsible for the people he leads. Figure 1 is the organizational structure of Victory Education Center.

In the organizational structure in Figure 1, the task of each section is as follows:

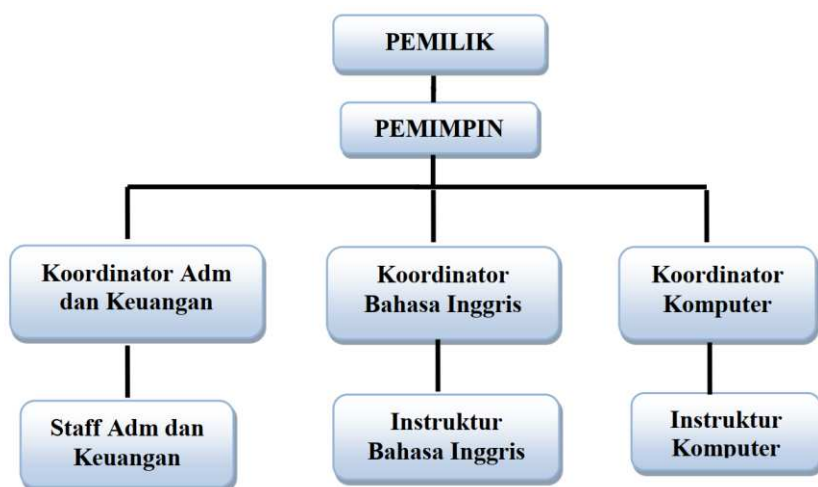


Figure 1. Victory Education Center Organizational Structure

Owner/Leader

The duties of the Owner/Leader are as follows:

1. Plan, organize, direct, and coordinate all activities at the course institution.
2. Carry out supervision and evaluations of all activities at the course institution.
3. Determine policies and make decisions, regulate teaching and learning process implementation, manage office administration, students, employees, and finance, and direct the intra-institutional organization.
4. Organize supervision regarding teaching and learning activities and office administration activities.

General Administration and Finance Coordinator

The duties of the General Administration and Finance Coordinator are the following:

1. Prepare all leadership needs related to data required in providing administrative services, receiving and managing course payments/fees from administration, create reports course bookkeeping/financial reports.
2. Serve and manage the monthly payment of honorariums for tutors and each employee and carry out other relevant duties from the direct superior.
3. Coordinate and direct the tasks of administration and receptionists and carry out other relevant duties from superiors.

General Administration and Finance Staff

The duties of General Administration and Finance Staff are as follows:

1. Receiving guests who come in a friendly and professional manner, conveying/recording messages to internal and external parties, and receiving and connecting incoming calls to the recipient.
2. Call the telephone number you wish to contact at the party's request related, record course participant registration, receive payment from course participants, and make/give payment receipts.
3. Report financial income to the coordinator every day., managing course participant attendance files, managing document files of course participants who have successfully passed the exam
4. Help manage incoming and outgoing mail files, administer well, course participants' master book, summary of course participants' attendance, recap of dropped out course participants, help prepare needs instructors such as manual books, exam questions, and archiving results student exams.
5. Record the attendance of course participants and report at the end of each month, help with typing services, and carry out other tasks relevant to superiors.

English Language Coordinator

The duties of the English Language Coordinator are as follows:

1. Prepare learning plans and instructor schedules, direct learning activities and exams to the instructor, and coordinate learning activities and exams to instructors.
2. Carry out supervision of exam learning to instructors, evaluate learning activities and exams instructor, and determine the exam learning policy for the instructor.
3. Make decisions regarding the results of exam learning and performance instructor, organize the teaching and learning process instructor, and implement other relevant duties from superiors.

Computer Coordinator

The duties of the Computer Coordinator are as follows:

1. Directing learning activities and exams to the instructor, coordinating learning activities and exams with instructors, carry out supervision of exam learning to instructors.
2. Evaluate learning activities and exams instructor, determine the exam learning policy for the instructor, and make decisions regarding the results of exam learning and performance instructor.
3. Organize the instructor's teaching and learning process and carry out other duties relevant to information from superiors.

English Language and Computer Instructor

The duties of an English and Computer Instructor are as follows:

1. Prepare teaching reports for every teaching, implementing the program teaching and using relevant methods, conducting evaluation/assessment.
2. Fill in the student attendance list, make special notes for participants that need attention, have quality improvement targets students, and actively guide course participants.
3. Planning questions/exams and for students, planning candidate's exam participants, providing periodic reports to the leadership for the participants who are less active and for participants who excel.

Procedures for Cash Receipts and Cash Disbursements at Victory Education Center

Cash Receipt Procedure

Cash receipt procedures are as follows:

1. Students pay tuition fees through the bank or pay directly at the payment counter, namely the general administration and finance section
2. Payment via the counter is then deposited to the bank, but if Receipts under five hundred thousand rupiah are usually deposited first, its financial and deposit sections are combined with day transactions next.

3. Proof of payment from the bank is submitted to the counter officer to create proof of payment.
4. The counter clerk recapitulates receipts once a month.
5. The finance department reports to the leadership at each month's end.

Cash Disbursement Procedures

Cash disbursement procedures are as follows:

1. Routine cash expenditures, namely operational costs to support the ongoing learning process, for example, education costs, fees, salary, electricity and water costs, and telephone costs. The amount of funds issued according to the costs required. The next part is Finance records based on proof of expenditure.
2. Irregular expenditure funds are issued based on unexpected needs, such as entertainment for guests or fund donations.
3. Expenditures whose activities are coordinated by committees and procedures. Apply for funds by submitting proposals and activity proposals. Funds approved are submitted first to the leader of Victory Education Center.

Analysis of the Accounting Information System for Cash Receipts and Disbursements at the Victory Education Center

To determine whether the acceptance and accounting information system for cash disbursement is effective, the cash disbursement procedures must be analyzed.

Analysis of cash receipt procedures

Effective cash receipt system must follow:

1. Responsibility for cash receipts is delegated to one person
2. Separation of duties between those who record and those who receive cash
3. All cash received is directly deposited into the bank
4. There is a rotation that carries out cash receipts

The results after interviewing the owner and leader:

“Cash receipts at the Victory Education Center come from fees for student education; the recording procedure starts with student payments via the counter directly or via the bank and then reported to the counter officer to be exchanged for proof of payment from the Victory Education Center. This receipt is reported every day to the leadership. Document or form such as proof of student payments used as a basis for recording...”

Analyze and report cash receipts. After comparing the theory and its application at the Victory Education Center, the system cash receipt information that has been implemented is adequate but still exists. The weakness is that there is no separation of duties between cash recipients, and cash recipients keep records so that there is no checking of the consequences of fraud occurring.

Upon reviewing the existing system for handling cash receipts at Victory Education Center, it is apparent that while the system in place is fundamentally sound, there are notable areas of concern that need addressing. The primary function of the system—recording and reporting cash receipts—is being carried out adequately. However, some significant weaknesses emerge when compared to best practices and theoretical frameworks. One of the critical issues identified is the lack of separation of duties between cash handling and record-keeping. In an ideal financial management system, different individuals should be responsible for these tasks to ensure proper checks and balances. This separation is crucial as it helps prevent fraudulent activities by introducing a system of accountability where another independently verifies one individual's work (Laufer, 2011; Dashkevich et al., 2024).

At Victory Education Center, the current practice assigns both cash receipt and record-keeping responsibilities to the same person. This consolidation of roles eliminates a layer of oversight that is essential for detecting and preventing fraud. When the same individual handles and records cash transactions, it becomes easier to conceal discrepancies, as there is no independent verification of the records. This scenario increases the risk of misappropriation of funds, whether intentional or unintentional and undermines the integrity of the financial reporting process. Furthermore, the absence of regular checks and balances exacerbates this vulnerability. Effective internal controls require periodic audits and reviews to identify and correct any anomalies. Without such mechanisms in place, discrepancies may go unnoticed for extended periods, potentially leading to significant financial losses and compromising the organization's financial stability. In summary, while the cash receipt system at

Victory Education Center performs its basic functions, the lack of segregation of duties and insufficient internal controls present substantial risks. To mitigate these risks, it is crucial to re-evaluate the current processes and implement changes that ensure a robust and fraud-resistant financial management system. This includes assigning cash handling and record-keeping to separate individuals and establishing regular audit procedures to maintain the integrity and accuracy of financial records.

Analysis of cash disbursement procedures

Cash disbursements Victory Education Center includes:

1. Routine expenses such as education costs, salary costs, electricity, and water costs, as well as telephone charges.
2. Non-routine expenses, for example, donations and entertaining guests.
3. Expenses for applying for funds by submitting a proposal.

Effective cash disbursements include:

1. The check drawn must match the serial number.
2. Checks drawn must be signed by several people.
3. Supporting proof of payment must exist.
4. Invoices that have been paid are marked as paid.
5. Work rotation must be carried out.

The results after interviewing the owner and leader:

"If an expenditure occurs using a check, a check is given and signed by two authorized officials. Recording and analysis Cash disbursements have also been carried out using documents, namely proof of deposit and receipts/proof of expenditure. Cash disbursement methods are by using checks and cash. Based on this description, and by comparing it with theory, the cash disbursement accounting information system has been running appropriately with the procedures applicable in the institution..."

After analyzing the procedures carried out at Victory Education Center in managing cash receipts and disbursements, it is known that the accounting information system for cash receipts and disbursements is implemented using the Microsoft Excel application (Ardana & Lukman, 2016). The accounting information system used for these transactions relies on the Microsoft Excel application. This analysis highlights the current reliance on Excel to record, track, and manage all cash-related activities within the center, providing a structured yet basic framework for financial management. While Excel offers a familiar and accessible tool for many organizations, its use here underscores both the practicality and limitations inherent in managing financial processes without more specialized accounting software. This approach, while functional, may not fully support the scalability, automation, and advanced data analytics capabilities that more sophisticated systems could offer, potentially impacting the efficiency and accuracy of financial reporting at Victory Education Center.

Planning and Internal Control Over Revenue and Cash Disbursements at Victory Education Center

Planning

The center has not yet been created, so it cannot be predicted how large the reception will be and how much cash expenditures there will be every year. The Victory Education Center is necessary to carry out a plan so that the vision and mission can be achieved. Planning includes planning cash receipts and disbursements based on activities that have been approved through the results of the annual work meeting. Planning is carried out in meetings involving the leadership, administrative coordinator general, and finance as well as teaching coordinators both in English and computer. The purpose of the meeting is to determine the official reference for the budget for each activity issued during the current year so that each activity can run according to the work meeting plan.

Internal control

Internal control is necessary because internal control is used to safeguard or protect assets, produce information with reliable accuracy, improve efficiency, and encourage compliance with management policies. The internal control is as follows (Ardana & Lukman, 2016):

1. Human resources that are appropriate to the financial sector. Internal control is influenced by the skills of internal human resources to carry out their responsibilities because no matter how good a

thing is, the system is very dependent on its implementation. Therefore, human resources must be appropriate to their field. The human resources implemented by the Victory Education Center are not good because there are still staff who work not in their field, such as staff general administration and finance; there are still some who don't work according to their skills, like an English literature graduate, however, placed in general administration and finance.

2. Responsibilities and duties. This responsibility is adjusted to the separation of duties that have been determined, wherein the transaction Officials must approve cash receipts and disbursements
3. The authorities are the leadership, administrative coordinator, and finance. Procedures implemented in arranging admissions and Victory Education Center cash disbursements have not been running smoothly well because there is no separation of duties between cash recipients and cash recipients who do the recording, so there is no checking. Ultimately, this will result in fraud.
4. Examination of Financial Reports. There has been no inspection of financial reports at the Victory Education Center implemented, because there is no section in charge of auditing.
5. Documents. Documents used in the process of receiving and disbursing cash are in the form of petty cash and receipts that have been given a serial number as well as other supporting evidence.
6. Other Controls. Victory Education Center provides other controls, namely, there is a safe that is useful for storing temporary cash that has not been deposited into banks and safes for storing important documents.

Discussion

Victory Education Center still uses a computer system with Microsoft Excel to manage cash receipts and disbursements. The source of cash receipts is obtained from the payment of educational costs by students, which consists of tuition fees (course fees) paid by students every month. Registration fee is paid once when you first become a student, and book money is paid every time new teachings. The types of cash expenditures are routine expenditures, and expenses are not routine. Routine expenses include education and learning costs, salary costs, promotional costs, student activity costs, office housekeeping costs, tax costs, business travel costs, electricity and water costs, and telephone costs. These costs are incurred every month and cannot be postponed because they are used to support the learning process. Non-routine expenses include building repair costs and other costs. These expenses are usually incurred following their needs. Problems that occur in the revenue and accounting system cash disbursements carried out by the General Administration and Finance Section (BAUK) as follows:

1. It is known that the length of time the accounting process takes to input data transactions carried out by general administration and finance staff still do it manually and still use Microsoft Excel, so the accounting process will be done separately. The intended accounting process is the preparation of general journals, general ledgers, trial balances, adjusting journals, trial balance after adjustment, profit/loss report, balance sheet, and flow report. Cash is still carried out separately, so the processing process will take longer. Average input processing process transactions in one month take more than one week.
2. Data redundancy occurs when recording in accounting journals, and redundancy data occurs due to the user's inaccuracy when inputting data. Usually, coding is still done manually, allowing for data redundancy. Microsoft Excel doesn't have a primary key, and data input is done freely, so users are free to enter the same data with the same code in one table. Victory Education Center's financial recording process is already computerized but still uses the Microsoft Excel application.

The use of the Microsoft Excel system has weaknesses and limitations; some of these weaknesses include the transaction recording system, making journals, making ledger books, and preparing financial reports, still entering (input) one by one in the columns in Microsoft Excel. It is difficult to access data and information regarding revenue data and cash disbursements and difficulties in preparing receipt reports and cash disbursements. Some of these weaknesses have an impact on levels of data accuracy. The accounting system still uses Microsoft Excel, relying on human power, so it is possible for errors to happen in the implementation of the accounting system in the agency. It also takes more than one day to record transactions that occur every day, resulting in monthly financial reports that cannot be completed on time.

A flowchart of cash receipts and disbursements accounting information system computer-based at the Victory Education Center can be seen in Figure 2. The counter staff records proof of cash receipts based on proof of student payment. The finance department staff uses proof of cash disbursements as operational financing to be recorded in the operational and financing data book. Then, operational

financing data is recorded in a general journal and posted in the ledger. Data from the general ledger is used to help make it easier for accountants to create financial reports. The accountant section prepares financial reports in three copies and then immediately handed over to the general administration and finance coordinator to request signatures. After checking the financial report, it is signed and handed over to the leadership. One copy of the financial report is submitted to accountants as administrative files, and duplicate financial reports are provided to the general administration and finance coordinator and submitted in triplicate to the management to find out about ongoing operational activities. Figure 2 shows the design of this system, which is explained in the form of a document flow diagram.

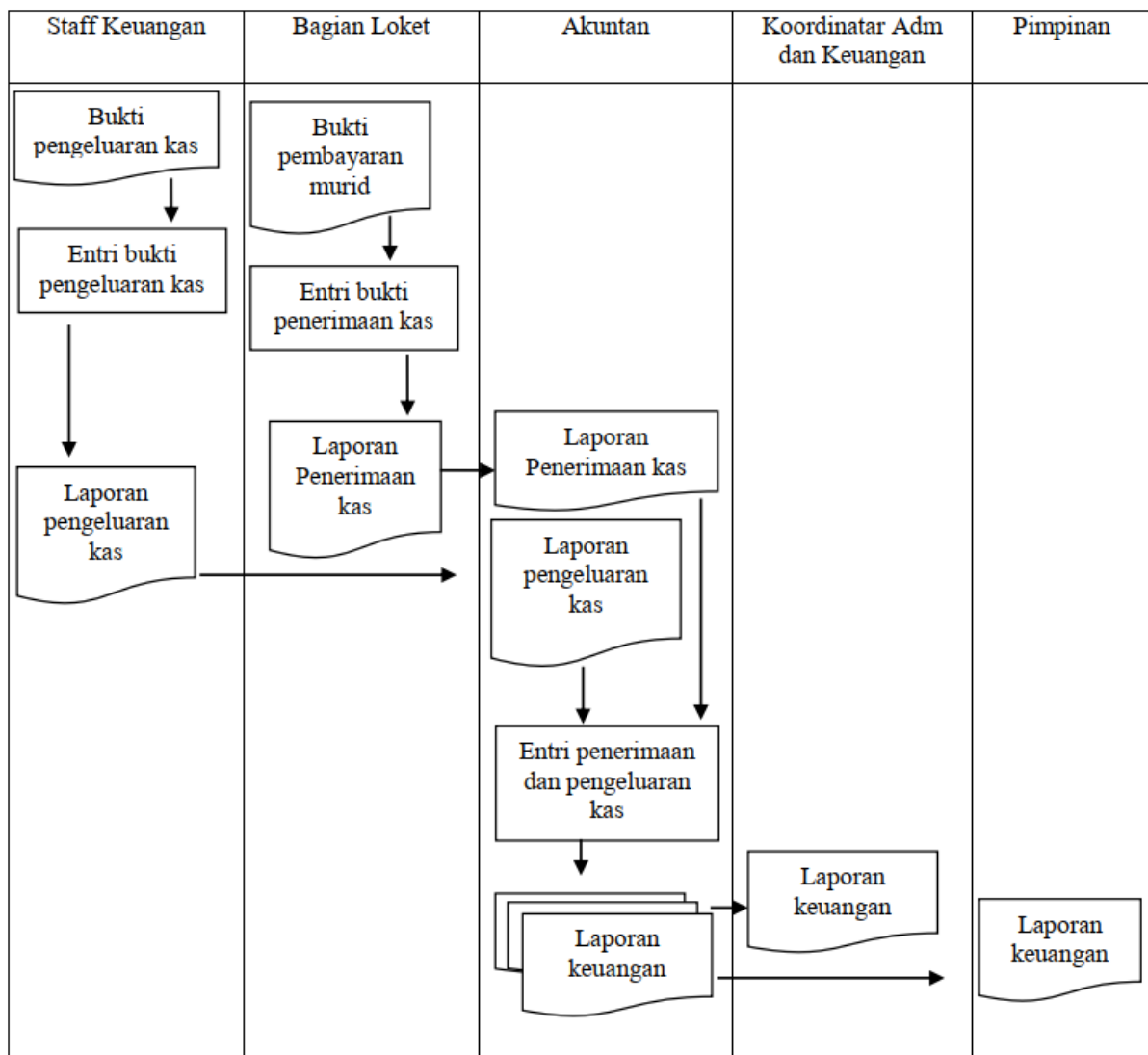


Figure 2. Cash Receipts and Disbursements Accounting Information System Flowchart at the Victory Education Center (in Bahasa Indonesia)

Source: Company's Flow Chart - Improved

In this research, it has been observed that planning and control finances have not gone well, such as planning for revenues and Cash disbursements at the Victory Education Center have not been made, so it cannot be predicted how much each cash receipt and disbursement will be for a year. Victory Education Center's internal controls have not been good. The human resources applied, there are still staff working not in their fields, such as general administration and finance staff, according to their skills, such as English literature graduates but are placed in the general administration and finance section, in case There is no separation of duties and responsibilities between cash recipients with those who do the recording so that no checking will be done resulting in fraud (Ayuningtias & Suryaningrum,

2024). The auditing financial statements Victory Education Center has not carried out an audit of financial reports because there is no section in charge of auditing.

Based on the analysis of cash receipt and disbursement procedures at the Victory Education Center, they are in accordance with the applicable internal control system. First, there is a clear organizational structure and authority system regarding cash receipts and disbursements. Research by Husna et al. (2021) and Makal et al. (2023) is in line with the results of this research, where there are still internal controls that do not follow those expressed by Mulyadi (2016). Put forward by Prasesti et al. (2021) and Putri & Suryaningrum (2024), the dual function of the cashier and accounting department will provide opportunities for misuse in the company's financial records. Second, healthy practices are implemented in every Company operation. One healthy practice is planning cash receipts and disbursements according to the annual plan (Maknunah, 2015; Permatasari et al., 2021). Lastly, the right man in the right place. So that the organization has the right people for each position, it is important to carry out staff training and placement to improve the quality of human resources. Recruitment, selection, training, and placement on the performance of employees are crucial for maintaining high employee performance (Haryati, 2022; Anggesti, 2023; Syafaruddin, 2024). In the current digital era, organizational employees need financial literacy skills to make savvy financial decisions and improve financial well-being. Therefore, financial literacy is needed to promote financial inclusion and resilience (Kass-Hanna et al., 2023; Aassouli & Ahmed, 2023).

CONCLUSION

Based on the results of research conducted by the author at Victory Education Center and the results of the analysis carried out in the theoretical description in the previous section, the cash receipt and disbursement procedures are summarized. First, the accounting information system for cash receipts and disbursements using Microsoft Excel impacts the accuracy of financial data. Completing and preparing financial reports for the Victory Education Foundation Center takes longer. Second, there is no plan for cash receipts and disbursements, so it cannot be done to predict the amount of each cash receipt and disbursement for the year. Third, the human resources used are not good; there are still staff who work that is not following their field of knowledge. Fourth, there is no separation of duties between cash recipients and cash recipients who make notes. Finally, auditing financial reports has not been done because no section oversees auditing.

Suggestions that can be used by company management as a basis for solving the problems faced. First, a computer-based accounting information system can be built to assist in the implementation of recording receipts and expenditures. Second, an audit of the cash receipts and disbursements system was carried out, including physical calculation of cash balances, to avoid cash balance fraud that can be committed by parties who are not responsible. Third, prepare a plan for cash receipts and disbursements every year so that no expenditure exceeds the receipt. Fourth, internal controls should be strengthened to prevent fraud and embezzlement of cash.

Authors' contribution

DLS worked on the study under the supervision of *MMA*. *MMA* revised and finalized the article.

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Conflict of Interest

The authors declare no conflict of interest.

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Availability of data and materials

The data and materials might be requested via email to the corresponding author.

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