

ANALYSIS OF PETTY CASH ACCOUNTING TREATMENT AT PT. PLN (PERSERO) UP3 MANADO

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Abstract - Petty cash is used to finance company operational activities which are routine in nature, and the value is relatively small, and cannot be processed through a contract mechanism. The focus of the discussion in this study is the documents and recording procedures used in petty cash management at PT PLN (Persero). The purpose of this study was to determine petty cash accounting treatment at PT PLN (Persero) UP3 Manado. The research method used is a qualitative method, which gives priority to process and meaning (subject perspective), and the theoretical basis is used as a guide, so that the research focus is in accordance with the facts on the ground. Data sources, namely primary and secondary data. Data collection techniques, namely through observation, interviews, and literature studies. Data analysis techniques, through data recapitulation, journaling using the fixed fund method and petty cash reports. The research results show that petty cash can facilitate small transactions that occur in the company. Transactions that are small in nature are usually issued for immediate or sudden needs for the company. With petty cash, transactions are easier because there is no need to use checks or giro to withdraw money. Petty cash accounting treatment at PT. PLN (Persero) UP3 Manado uses the accrual basis method, where transactions are recorded after transactions are made. Then, the petty cash policies and methods at PT. PLN (Persero UP3 Manado) uses a fixed fund system (impress system) so that the petty cash account balance is always the same at all times, and until the end of the month.

Keywords: Accounting Treatment, Petty Cash

BAB I. INTRODUCTION

The application of accounting in a company can optimize the operational costs incurred. One of the accounting applications used by companies is petty cash. In managing petty cash the company should establish a routine petty cash fund, namely a petty cash fund provided in the same amount, and carried out at a certain period, which can be done weekly or monthly. The use of a fixed method in managing petty cash at the company is held by a cashier, or petty cash admin.

Petty cash is used to serve the financing of the company's operational activities which are routine in nature, and the value is relatively small, and cannot be processed through a contract mechanism. Cash is a means of payment that is ready and free to use to finance the company's general activities. Ready means the company must provide sufficient cash to cover unexpected company expenses. Free means the company is free to use cash for expenses that must be incurred by the company. Cash/cash in accounting is cash that is paid directly without being in debt. However, cash also has a broader meaning in basic accounting, or something else, which is one of the most liquid asset groups, so that a post is placed in the balance sheet that is at the top of the asset group.

Cash is the value that exists in the company in the form of cash, checks, demand deposits and other securities, which can be used as a means of payment. Cash can also be divided into several parts, the purpose of which is to facilitate monitoring and inspection processes related to the distribution of cash flows, namely Petty Cash, Cash in Banks, Cash Reporting, Cash Equivalents (Cash Equivalents), Restricted Cash (Cash Limited), Bank Overdrafts (Credit Extension).

Cash is also the most current asset that is used as a medium of exchange, and the basis for measuring all other financial statement items. Companies usually classify cash as current assets. Cash consists of coins, banknotes and funds held in banks. Checks, bank drafts, petty cash and savings deposits are also treated as cash. And at PT. PLN (Persero) UP3 Manado recording system using petty cash. Petty Cash is a fund set up to finance routine company expenses, and the amount is relatively small. But in recording petty cash, researchers still often find accounting treatment that is not in accordance with proper accounting treatment because there are still many mistakes in recording petty cash, in recording in the form of a nominal that is not the same as existing receipts or notes, as well as reporting of fixed assets. which are not reported in detail in the financial statements. Based on this background, the researcher is interested in taking the title "Analysis of Petty Cash Accounting Treatment at PT. PLN (Persero) UP3 Manado".

BAB II. RESEARCH METHODS

The research method used by researchers is a qualitative method, where the findings are not obtained through statistical procedures or other forms of calculation, and try to understand and interpret the meaning of an interaction event of human

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behavior in certain situations according to the researcher's own perspective. Qualitative research is research that is descriptive in nature, and tends to use analysis. The theoretical basis is used as a guide so that the research focus is in accordance with the facts in the field. Data sources, namely primary and secondary data. Primary data is the type and source of research data obtained directly from the first source (not through intermediaries), both individuals and groups. Secondary data is a source of research data obtained by researchers indirectly through intermediary media (obtained or recorded by other parties). Secondary data is obtained through previous research, intermediary media, or indirectly in the form of evidence, historical records or reports that have been compiled in archives, or documentary data, both published and not published in general. The researcher obtained this secondary data by applying for a permit with the aim of borrowing transaction evidence and worksheets for the company's financial statements at PT. PLN (Persero) UP3 Manado.

Data collection techniques that researchers use in collecting data, namely: Observation, interviews and literature study. Observation is direct observation of an object to be studied. With this method the researcher made direct observations of facts and data in PT. PLN (Persero) UP3 Manado. Interview is a way to collect data by asking questions directly to authorized informants (in a problem). This method is carried out by asking questions to employees or field supervisors to obtain data. Literature study is a method of collecting data by reading, or using books to obtain expert opinion conclusions by establishing these conclusions as a separate method, to formulate a new opinion which then emphasizes citations to strengthen the description, this literature study is carried out by reading and taking notes from reference books related to research, as well as recording other archived data as needed. Data analysis techniques, through data recapitulation, journaling using the fixed fund method, and petty cash reports.

III. DISCUSSION

Vision and Mission of PT. PLN (Persero)

PT. PLN (Persero) establishes a Vision, namely:

"Becoming the Leading Electricity Company in Southeast Asia and #1 Customer Choice for Energy Solutions". In order to realize this vision, the mission is set, namely:

1. Running the electricity business, and other related fields, oriented to the satisfaction of customers, company members and shareholders.
2. Making electricity a place to improve the quality of people's lives.
3. Strive for electric power to become a driver of economic activity.
4. Carry out environmentally sound business activities.

In accordance with the data that researchers got at PT. PLN (Persero) UP3 Manado, The recording method used by PT. PLN (Persero) UP3 Manado is a Fixed Fund System (Imprest Fund System). In this system, each transaction will credit the cash account, so that the value of the petty cash account is always fixed. Each replenishment of the petty cash fund will always be carried out after reporting, or accountability reports have been completed and sent.

Recording for every transaction at PT. PLN (Persero) UP3 Manado is carried out by the head of the Finance and General section who is responsible for petty cash, every recorded transaction is considered valid if it has evidence in the form of a memorandum or receipt. Evidence of notes or receipts must be spelled out in full, and not abbreviated. Recording is divided into two parts, namely recording for the expenditure of fuel oil, and recording for the purchase of office supplies, as well as other operational expenses, such as purchasing office stationery in the form of A4 HVS paper, purchasing consumption for guests in the form of dry/wet food, along with mineral water and etc. Recording will be done after a transaction has occurred, and proof of the transaction has been received by the head of Finance and General Affairs.

Reporting, the petty cash accountability report is made at the end of each month by the head of the Finance and General section who is responsible for petty cash. Then it will be given to the manager of Finance and General Affairs, the petty cash report is prepared according to the date the transaction was issued. After the petty cash accountability report has been prepared, it must be examined and signed by the head of the Finance and General Affairs section, before being submitted to the Manager of the Finance and General Affairs section. After the report is received, and approved, then disbursement occurs for the following month.

Analysis of petty cash accounting treatment

From the research conducted, it is known that PT. PLN (Persero) UP3 Manado especially in the Finance and General section.

1. Recognition of petty cash, PT. PLN (Persero) in recognizing petty cash uses an accrual basis, where the head of Finance and General Affairs keeps records after the transaction occurs.
2. Petty cash measurement, Petty cash measurement at PT. PLN (Persero) UP3 Manado will be measured at nominal value. In this discussion it is known that the petty cash recording method of PT. PLN (Persero) UP3 Manado, applies the fixed fund system method so that the petty cash fund accounting system does not change in value in each filling period.
3. Recording petty cash, at PT. PLN (Persero) UP3 Manado uses the method of recording a fixed fund system.
4. Petty cash reporting, at PT. PLN (Persero) UP3 Manado petty cash is presented in accordance with nominal. In current assets, cash and cash equivalents are at the top of the current assets group because they are the most liquid assets.

IV. CONCLUSION

Having petty cash can make it easier for small transactions that occur at PT. PLN (Persero) UP3 Manado, these small transactions are usually issued for immediate or sudden needs for the company because if you use large cash, the settlement will be difficult because cash usually disburses money using current accounts or checks. With petty cash, transactions are easier

because there is no need to use checks or demand deposits to withdraw money. Petty cash accounting treatment at PT. PLN (Persero) UP3 Manado uses the accrual basis method, where transactions are recorded after transactions are made. Then, the petty cash policies and methods at PT. PLN (Persero UP3 Manado) uses a fixed fund system (impress system), so that the balance of the petty cash account is always the same at all times, and until the end of the month.

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