

Procedure Recording And Billing Receivables : Case Study on CV. Putra Baja Krakatau

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E-ISSN XXX-XXXX	Abstract
P-ISSN XXX-XXX	Purpose - In facing market competition, companies can actively build relationships or partner to entity other so that more easy for To do sale and get profit. On transaction credit, recording as well as billing accounts receivable is a vital aspect : payment accounts receivable outside the time limit will hinder current required company cash to support whole activities, other than that without good recording of accounts receivable, accounts receivable that have been circulated to customers are not is known amount by accurate. Company must pro-active in doing billing and recording accounts receivable so that no occur things which give rise to n further loss in the future. Purpose of research this is for analyze billing problem accounts receivable and form billing procedure and recording receivables.
Volume 01 No 01 2022	Design/methodology/approach - Method used in research this is method study descriptive qualitative with collection observational data and interview with party which related with study
DOI:	Finding - Results from study this is formation alternative billing procedure receivables to partners by giving warnings if payments are made outside the due date, as well as recording procedures accounts receivable using Microsoft Excel adapted from the book Accounting System by Mulyadi. Receivables beyond the maturity of CV. Putra Baja Krakatau caused by xiieriod internal and external. Constraints faced by CV. Son of Krakatoa Steel in To do recording accounts receivable is because lack of employee in company..
Received 20 May 2022	Originality - This study illustrates that the application and management of accounts receivable at MSMEs is still not optimal, so it requires guidance and training in the field of accounting so as to produce financial reports in accordance with applicable financial standards..
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Introduction

Construction sector have role which impact on the increase tan economy and development in Indonesia. These roles include : support development good housing area or industry, enhancement opportunity job opportunities, increase income and also well-being Public. On the other hand, this sector is supported by other parties who are not inferior important such as building material suppliers, and construction services for doing development the. CV. Son Steel Krakatoa is a moving company in the field of suppliers (suppliers) and services contractor in city Attack—Banten. Supplier or suppliers, is a field company which provide resources in the form of raw materials that can be reprocessed by other entities to produce a good or service. As a supplier company, CV. Putra Baja Krakatau supplies and sells goods in particular for needs project CV development . The Son of Steel Krakatau also does work for various services contractor. Own contractor service is service services for To do procurement goods, profession construction and civil, like builder n building, Street, and other.

Putra Baja is active build relation or partners to other entities that require related goods or services. Relation this should be mutual in order to benefit both parties: the supplier earns profit and the customer repeats, and the other entity gets goods or service with quality good with price minimum. With this relationship, CV. Putra Baja Krakatau is easier to make sales and make a profit. Sales by Swatha (2005: 140) in Kurniasih et al. (2019), is art to invite person other so that ready buy goods or service which it offers. Transaction sale generally conducted in two ways: namely sale in cash nor credit. For company suppliers and services contractors such as CV. Putra Baja Krakatau, usually the procurement of goods for projects and developments has a large enough nominal so that transaction conducted by credit.

debt-receivable relationships arise between suppliers and partners (customers), and customer partners are given time to pay its obligations in the future in accordance with the agreement from two split party. Problems faced by CV. The son of Krakatoa Steel is still there are partners (customers) who pay debts beyond the due previously agreed. Payment outside t e m p o limit clearly inhibits t company cash flow required CV. Son of Krakatoa Steel to support whole its activities. In addition, other problems are receivables that are rarely recorded and well managed, and there is no established procedure for recording receivables. This causes accounts receivable CV. The son of Baja Krakatau was not traced. No accounts receivable management good, the company's cash flow will be stuck and company will experience loss later day. For complete problem the, company must pro-activein billing and recording accounts receivable so that things don't happen which results in further losses in the future, one of the way is by forming billing and recording procedures which good on CV. Son Steel Krakatoa.

LITERATURE REVIEW

Accounts Receivable

Receivables are assets owned by a person or company that arise as a result of transactions on credit, or borrowing money and goods where the debtor has obligations to the party who has the receivables. In accounting, receivables are part of fixed assets, and will be recorded in the statement of financial position. Hery (2008: 194) concludes that receivables refer to a number of bills that will be received by the company, where these bills are generally in the form of cash from other parties either as a result of delivering goods or services on credit, providing loans, or due to overpayment of cash to other parties. On the

other hand, Purwaji et al . (2016: 49) argues that receivables are claims to other parties, both individuals and business entities that result in cash receipts in the future as a result of the current delivery of goods or services. Broadly speaking, receivables can be classified into 3 types, namely trade receivables, notes receivable, and other receivables. Trade receivables, also known as trade receivables, are receivables that arise as a result of the company's operational activities, such as the sale of goods and services on credit. Notes receivable are receivables that are supported by a written agreement or the ability to pay which is regulated in writing, this receivable is more formal if you want to compare it with trade receivables (Purwaji et al ., 2016:49-50). While other receivables are receivables that arise from activities outside the company's operational activities, such as for example the existence of borrowing money by employees to the company, it will be recorded as employee receivables. Other receivables are classified and reported separately in the balance sheet. In terms of payment timing and financial reporting, receivables are divided into two, namely current receivables and non-current receivables. Current receivables are receivables that are paid in less than one year, while non-current receivables are receivables that are paid in more than one year. Management must pay attention to control and policy issues related to granting credit and collecting receivables. This is done so that the risk of decline in the value of receivables or uncollectible accounts can be reduced to a minimum

Procedure Accounts Receivable Effort

In the activity of selling goods and services, the company carries out two types of transactions, namely cash transactions or credit transactions. In transactions on credit, debt-receivable relationships arise between the company and the customer. Usually the customer will be given a time lag to pay his debt, and before maturity the company will carry out collection activities. According to Mardi (2011: 87) in Anggraini (2019), billing is an activity to inform customers about the amount of bills that must be paid through the basic document of a company's sales invoice. Meanwhile, Puspitawati (2011: 75) in Anggraini (2019) revealed that collection is an activity to collect trade receivables that occurs as a result of credit sales transactions to customers. Documents that can be needed in carrying out billing activities are sales invoices or invoices, customer sales order documents, and billing lists or customer delivery order documents. From the statements of the experts above, it can be concluded that billing is an activity to provide information to customers regarding a number of obligations that must be paid to the company due to transactions made on credit in the past. However, collections can also occur from various other activities such as employees who borrow company money. When carrying out collection activities, the company makes claims for money from other parties.

On CV. Putra Baja Krakatau, the procedure for collecting receivables from partners is as follows:

1. After the sale of goods or services on credit, the company gives partners 14 days to pay their debts.
2. The company's administration department will prepare the necessary documents for billing.
3. After the required documents are complete, the Administration will send the billing document to the partner company. Files will usually be entrusted to the security guard or

receptionist to be later forwarded to the relevant section or function within the partner company.

4. At maturity, there are 2 ways for partner companies to pay their debts. The first is payment by bank transfer, and the second is payment by checking account.
 - a. Payment by bank transfer.

At the time of maturity, the company's Administration Department will check the account mutation. Incoming accounts are recognized as company income.
 - b. Payment by giro.

At the time of maturity, the company's Administration Department will check whether there is a demand deposit. The current account will be taken to the bank for the clearing process, the incoming cash will be placed in the company's account and recognized as income.
5. If the 14 day deadline has passed and the receivables have not been paid.

The company will provide partner companies to pay their receivables no later than 60 days.
6. If within 60 days the company's receivables have not been paid, the Administration Section will collect them by calling the partner company, and asking them to make payment immediately.

Procedure Recording Receivables

The procedure for recording accounts receivable has the purpose of recording mutations accounts receivable company to each debtor. There are several things that can cause mutation accounts receivable debtor like transaction sale credit, cash receipts from debtors, sales returns, and write-off of accounts receivable. In To do recording accounts receivable, management requires certain information. Information about accounts receivable which reported to management is (Mulyadi, 2016:207) :

1. Balance accounts receivable in period time certain on each debtor
2. History repayment accounts receivable each debtor
3. Age accounts receivable to every debtor on moment certain.

Periodically, part accounts receivable recording must present information regarding the age of the receivables of each debtor to the financial manager, it is aims to determine the status of the debtor's receivables and the possibility of being collected or uncollectible . Age list accounts receivable this is report generated n from card receivables. There is documents tree which will used in recording on the credit card. The main documents include: other (Mulyadi, 2016:208):

1. Invoice sale. Document this used as recording basis from emergence accounts receivable from sales transactions credit. Document this can attached with a letter of travel and a letter of order as supporting documents transaction.
2. Proof cash enter. Document this used as base recording decrease accounts receivable from transaction repayment accounts receivable by debtor.
3. Credit memo. Document this used as recording basis return sale.
4. Proof memorial. Document this used as base recording deletion accounts receivable, given by function credit which give authorization deletion accounts receivable which already no could billed again.

There is a number of method which could used for do n accounts receivable recording . Receivables can be recorded using one of the following methods: this (Mulyadi, 2016:210):

1. Method conventional.
2. Method post to in card accounts receivable or statement receivables.
3. Method bookkeeping without books servant.
4. Method with use periodically.

Method Recording Receivables Without Book Servant

Like his name, in method recording accounts receivable this no help book is used. Sales invoice and supporting documents received from the Billing Department will be archived under the name of the debtor in archive the invoice not yet paid (*unpaid invoice file*). files invoice sales function as a record of receivables (Mulyadi, 2016: 216). When there is payment accounts receivable, there is two method which could conducted :

1. If the customer pays receivables in accordance with the listed amount In the sales invoice, the corresponding invoice will be retrieved from the archive invoice which not yet paid (unpaid invoices files) and stamped " paid off" , then moved into invoice file which has been paid (paid invoices files).
2. If the customer pays only part of the amount in the invoice, the cash amount which received and remainder which not yet paid by customer noted on the invoice. Then a mock invoice is created containing the information same with information original, and invoice imitation the then saved in files invoice which has paid (paid invoices files).

Procedure Statement Receivables

A statement of accounts receivable is a form that presents the amount of the liability debtor on a certain date and (in a certain form of statement of receivables) accompanied with the details. Form statement accounts receivable can vary. Statements the have multiple shapes like following (Mulyadi, 2016:218) :

3. Statement balance end month (*balance-end-off-the-month*).
4. Statement unit (*unit statements*).
5. Statement balance walk with account conventional.
6. Statement invoice not yet paid off (*open items statements*).

Invoice Statement Not yet paid off

This form of statement of receivables contains a list of invoices that have not been repaid by the debtor on a certain date accompanied by the invoice date and the amount of rupiah. The use of this form of statement is possible if the customer required pay amount which listed in invoice. Statement the could made with procedure following (Mulyadi, 2016:224):*Checking media and sales documents that have been recorded or posted in card receivables. Make letter statement the invoice not yet paid off, containing information about details accounts receivable balance which have been and have not been paid to debtor on date billing.*

Research Methodology

Which method used in study this that is method qualitative. Moeloeng (2016:6) concludes that qualitative research methods is study intend to for understand phenomenon about What is experienced by research subjects such as behavior, perception, motivation, action, and others, thoroughly by means of description in the form of words and language, on something context special which natural and with utilise various method natural. With this

method, writer will collect various information i from the object that will be researched then describe condition object study accurately and systematically, the data collected by the author is data that is verbal or verbal, not numbers. Next author will conduct a test in the form of a theoretical discussion of these data . Analysis will be carried out regarding the procedure for collecting receivables from partners and nothing procedure recording accounts receivable on CV. Son Steel Krakatoa.

The data used in this research is qualitative data. According to Lofland and Lofland (1984:47) in Moeloeng (2016:157) main data source in qualitative research are words and actions, the rest is data addition like document and etc. From statement on, our can conclude that the quality data if is verbal data that is non-numeric or not numbers. For To get this data, the writer must do an in-depth analysis . Data the can be obtained by the author with question and answer Interview, imp un documents, as well as making direct observations of the object to beresearched.

An interview is a conversation that has a specific purpose, where there are two parties involved in the interview process, namely the interviewer (interviewer) who asks questions, and interviewee (interviewee) who will answer a series of questions. (Moeloeng, 2016: 186). In this study, researchers will use structured interviews. In a structured interview there is a list of questions so that the scope of the problem can be limited and the interview can be controlled. The interview becomes clearer and centered on what you want to research so that the conversation doesn't deviate from that goal. The answers from these interviews are also easy to process and compare with each other. (Nasution, 2016:119). To prepare for structured interviews, researchers will compile a list of statements that are relevant to the topic being researched so that accurate, reliable, and accountable information is obtained regarding how the procedure for collecting receivables from partners on CV. Son of Krakatoa Steel. The interview process is carried out by asking questions directly with the authorities or parties related to the object being studied

Finding

Receivables Effort Paid In Outside Limit Tempo

There are still partners (customers) who pay debts in excess of pre-agreed time period. This happens because of various reason, however the most common because in working on n something development project, partner owe with score which enough big so that need time which long for pay off the debt. Receivables which repeatedly paid outside the due date raises n loss in the form of cash flow jammed at CV. Son of Krakatoa Steel for operate activities operational.

Recording Receivables Seldom Conducted

Rarely do accounts receivable recording business arising from transactions on credit with partner companies, this is because there is no existence a accountant on CV. Son Steel Krakatoa so that function Accounts receivable recording is combined with administrative functions. Sometimes indeed there is a recording or recapitulation, however there is no clear procedure from company and recording no held by active by function administration. *This causes accounts receivable the effort that has been circulated to customers n unknown amount accurately (the amount receivable is only an estimate), and cause accounts receivable no tracked existence and the amount.*

Discussion

In the face of market competition, supplier companies as well as service contractor like CV. Son Steel Krakatoa is active build relation or partners to other entities that require related goods or services. CV. Steel son of Krakatoa in general supply and sell goods specifically for development project needs, as well as doing work for various contractor services. So from that, CV. Putra Baja Krakatau made policy for build relation with entities special which need goods for project development, as well as service profession construction and civil (service contractor). For necessity order or supply amount goods, entity partners (customers) generally contact the director of CV directly. Son of Steel Krakatau, or order via company email. After placing an order, director will contact manufacturers who sell the goods sought by partner with quality best and price minimum, for next make list price goods.

The administrative function will send price list of the item to partner entities (customers), and when entity partner (customer n) agree to To do purchase or supply of goods, then CV. Putra Baja will take the item from the manufacturer and send it to entity partner (customer). Function administration will come deliver n goods, along with with letter Street and purchase order from entity partner. For necessity construction work or civil (service contractor), the ordering process from partner entities (customers) is not much different from activity supply. What makes the difference just entity partner (customer n) will make a Work Order (SPK) containing the terms and conditions work to be done. both from sales, supply, and services construction, transactions are generally carried out on credit, so debts arise accounts receivable Among CV. Son Steel Krakau with entity partner (customer). Even though in the credit agreement there is a payment due date which has determined, still often occur case entity partner which pay beyond the time limit. Receivables beyond the due date impede the flow company cash to run optimally. The problem occurs because receivable collection procedures are not strictly implemented, as well as policies related to billing procedures, there are shortcomings, namely the absence of sanctions or fine which given if accounts receivable paid outside limit tempo.

Besides that, accounts receivable circulating on the entity very rare partner conducted recording so that cause amount accounts receivable outstanding no is known amount what we can be certain of is by accurate, and no traceable. To avoid future losses , the company must To do action, that is director must confirm implementation billing procedure accounts receivable and make more policy good regarding procedure billing accounts receivable effort. In addition, the director must also control outstanding receivables, that is, by making related policies accounts receivable recording procedure and by active follow To do monitoring together function administration.

Discussion Receivables Outside Limit Tempo

In CV. Putra Baja Krakatau, the procedure for collecting receivables from partners will held as following:

1. After occur sale goods or service by credit, company give time to partner tempo 14 days for To do payment the debt.
2. Part Administration company will prepare n documents required for billing. Most documents base is purchase order and letter Street (in sale goods) or letter work orders (in the sale of services). However, there are some additional documents depending on with policy partner company.
3. After document which required complete, Part Administration will send document billing the to entity partner. File usually will be entrusted to the security guard or receptionist for later continue to part or function related in entity partner.

4. At maturity, there are 2 ways partner companies can do payment of the debt. The first is payment by transfer bank, and which second is payment through current account.
 - a. Payment through transfer bank.
At maturity, Administration the company will check account mutation. Account incoming is recognized as revenue company.
 - b. Payment through current account.
At maturity, Administration the company will check is there is a post current account. Current Account just now will be brought to the bank for the clearing process is carried out, the incoming cash will be put into the account company and recognized as income.
4. If already past limit tempo 14 day and accounts receivable not yet paid. The company will give the partner company to pay the debt no later than until 60 day.
5. If in 60 days receivable company not yet paid, Part Administration will do the billing by calling the party entity partner, and ask for it for quick To do payment.

In operate procedure billing the debt, researcher find problem that CV. Son Krakatau Steel is lacking active for To do billing more continue when receivable 14 days past due so that most accounts receivable paid after 14 days or beyond limit tempo. When receivables are out of date, they are given a time waiver of up to 60 days. billing also just conducted occasionally, so that there are accounts receivable which exceed limit relief time 60 day the. Related with problem which has mentioned in on, researcher find solving problem as following :

1. Formed recording and recapitulation accounts receivable 42 periodic by Function Administration (or function Accountant, when there is recruitment employees) so the company knows when to bill, good on accounts receivable which has fallen tempo, nor outside tempo.
2. Function Administration must actively doing checking age accounts receivable in the records that have been made. When receivables are due, function administration To do confirmation to director so that billing through phone could conducted
3. When the entity is granted relief to pay the debt in time 60 day, function administration as well as director must active for billing by phone within 2 weeks very (14 day).

4.3.2 Discussion Problem Moment Procedure Billing Held

When the billing procedure was carried out, the researcher found several problem Among other :

1. Not existence policy for apply fine or give letter warning when accounts receivable paid outside the 14 day deadline, or outside relief time 60 day payment.
2. Not there is employee special for To do function Billing Receivables. The billing function is performed by the administrative function or director, and with multiple jobs that make collection of receivables unfocused, as well as no noticed with good.

In connection with the problems mentioned above, the researcher recommend solving problem as following :

1. The company makes and implements a policy of imposing fines on entity partner, good with gift flower, or the minimum sent warning letter to entity partner. No policy fines or warnings, partner entities can intentionally pay outside tempo and Thing this make current cash company hampered.
2. Company recruit employee addition for To do function Billing and Recording of Receivables, or Accountant function. As is additional employees, function administration and director can do function in accordance with structure organization by focus.

Alternative Discussion Procedure Billing Receivables On Partner

On discussion previously, by concise there is a number of problem as well as shortcomings good of procedures and implementation billing accounts receivable, among them : when it is due 14 or 60 days less billing actively implemented as well as the absence sanction when payment conducted outside tempo. With the problems and shortcomings contained in the procedure billing accounts receivable on, researcher shape procedure alternative as solving from trouble which there is. Procedure billing accounts receivable alternative have arrangement as following :

1. After occur sale goods or service by credit, company give time to partner tempo 14 day for do n payment the debt.
2. Part Administration company will prepare n documents required for billing. The most basic document is purchase orders and travel documents (in the sale of goods) or warrants work (in the sale of services). However, there are some additional documents depends with policy partner company.
3. After document which required complete, Part Administration will send document billing the to entity partner. File usually will be entrusted to the security guard or receptionist for later continue to part or function related in entity partner.
4. At the time of falling tempo 14 days, function administration, director, or employees recruited to perform the receivable collection function will To do billing through phone. In doing payment, there is 2 method company partner for To do payment of the debt. Which first is payment through transfer bank, andwhich second is payment through current account.
 1. Payment through transfer bank.
At maturity, Administration the company will check account mutation. Account incoming is recognized as revenue company.
 2. Payment through current account.
At maturity, Administration the company will check is there is a post current account. Current Account just now will be brought to the bank for conducted clearing process, incoming cash will be put into the account company and recognized as income.
5. If within 14 days the partner has not been able to pay his receivables, then the company will provide additional time for partner entities to pay its debts no later than 60 days. Function Billing also provides a warning to the partner entity for violating the contract, and this is the first warning (SP 1) for the entity partner.

6. The billing function then actively performs billing by phone in period time 2 week very.
7. If in 60 days accounts receivable company not yet paid, function billing will do the billing by sending direct statement invoice not yet paid off and ask with immediately for the counterparty to make payments. At this point the partner entity also given a warning (SP 2). And if the corporate entity is still not yet can pay off the debt, company will give time no later than 4 month forward (total age accounts receivable 6 month).
8. The billing function then actively performs telephone billing within 2 weeks very, along with a statement invoice not yet paid off in period time 1 month very.
9. If within 4 months after the company's debts have not been paid, function billing will make a statement will pay debt and signed by the partner entity. On this point (6 months receivable age) entity partners are warned (SP 3). Entity partners will not obtain a supply of goods or services from a contractor from the company to in the future because they are considered unable to pay their debts. Entity partner given tempo time no later than until 6 month forward (age accounts receivable 1 year).
10. The billing function actively performs phone billing in period time 2 weeks very, along with a statement invoice not yet paid off i in period time 1 month very.

Discussion Procedure Recording Receivables

Researcher find that recording accounts receivable, recapitulation as well as the formation of a report on the company's accounts receivable when it is rare to conducted. Thing this occur because a number of factor :

1. Not existence function Accountant in company for To do recording accounts receivable, so that this function must be carried out by the administration.
2. The Administration function has a wide variety of jobs so it doesn't can To do management accounts receivable company good from doing recording, recapitulation, and reporting of company receivables actively and periodically.
3. There is no clear procedure from the director of the company related to recording up to recapitulation accounts receivable, and lack of affirmation and obligation for function administration To do recording accounts receivable the.

A number of factor the then cause problem more further that is :

1. With the lack of recording, recapitulation, and reporting of receivables, the amount of receivables which has circulating no is known amount by accurate. Usually Director just guessing only the amount owed which has given on entity company.
2. Receivables Becomes uncontrolled and untraceable, there are even entities the company that pays the debt in more time of one year. This means that it becomes a long-term receivable and result in company no can do projects other consequence from current cash which congested.

To overcome the zero procedure for recording accounts receivable on the CV. Son Baja Krakatau, researchers formed a procedure that is expected to be solutions for companies. The procedure established by the researcher was adapted from book System Accountancy by Mulyadi, which then conducted modification i and developed so that it can be applied easily fits form and condition CV. Son Steel Krakatoa.

Accounts receivable recording procedure it is developed by method recording without a subsidiary ledger. In the book Accounting System by Mulyad i, recording is still being done into the journal, while in the procedure researcher the form of recording will be carried out on excel worksheets. In terms of In this case, researchers have several considerations for digitally recording using Microsoft Excel, especially in terms of effectiveness and efficiency. In terms of the effectiveness and efficiency of operations, recording by digital more superior than recording into the various book servant.

This is because the process of inputting and editing data becomes more flexible, data is easily duplicated so that it has backup, and recapitulation and reporting activities can be carried out with only one files the same. Besides that, CV. Son Steel Krakatoa many perform the operation by using excel worksheets. Both director and function administration already familiar with how the app works the so that recording by digital relevant with condition company. Procedure the recording of receivables that the researcher forms is described in the flowchart asfollowing :

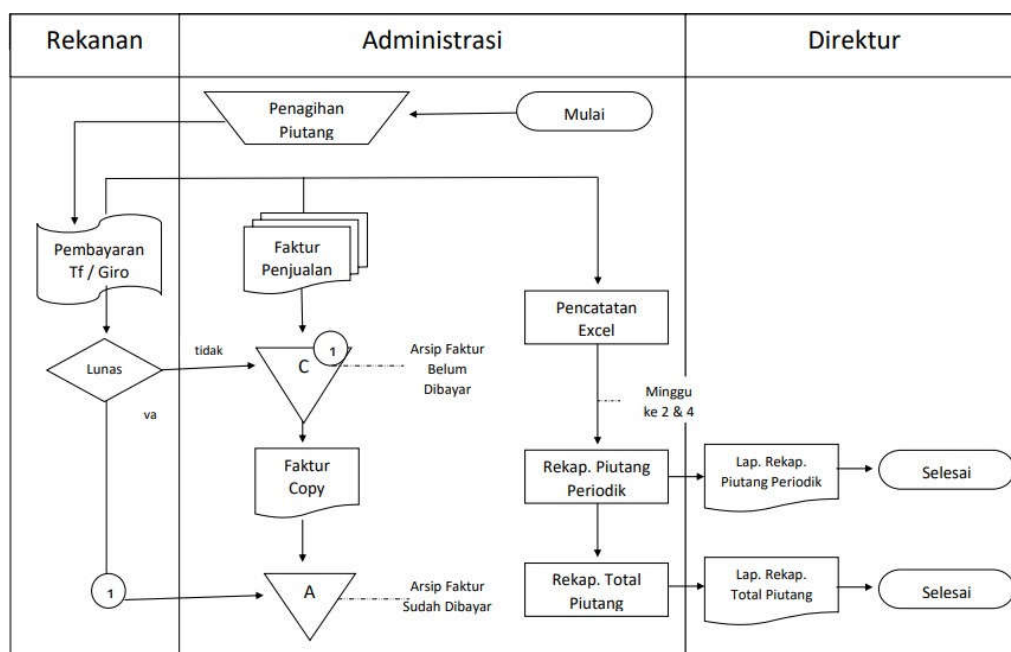


Figure 1. Flow chart Formation Procedure Recording Receivables

In the flowchart, the procedure is divided into 2 related things: one with other i.e. organize invoice sale, and recording until reporting accounts receivable with excel which will discussed as following :

1. Organize Invoice Sale.

- 1) Sales Invoice and other supporting documents be proof that valid that transaction credit has occur. Invoice sale next will saved on files invoice which not yet paid (unpaid invoices files).
- 2) On moment there is payment accounts receivable, there is two method which

could conducted.

- If customer pay off accounts receivable in accordance with amount which listed on the sales invoice the invoice in question will taken from the archive of unpaid invoices (unpaid invoice file) and labeled "paid off", then transferred to the invoice file that has been paid (paid invoices files).
- If customer only pay part amount in invoice, amount cash received and the remaining unpaid by the customer recorded on the invoice. Then created a fake invoice containing the same information as the original information, with a description pay in accordance cash which enter, then invoice imitation the then saved in invoice archive which already paid (paid invoices files).

1. Recording Until Reporting Receivables with Excel

- 1) Sales Invoice and other supporting documents be proof that valid that the transaction on credit has occurred. Information on invoice Subsequent sales will be inputted into the excel worksheet. Information These include : date, invoice number, sales of goods & services, amount receivables on receipt, the amount of receivables after tax, and the due date tempo.
- 2) When a receivable is paid, inputted information among others: amount accounts receivable paid, description age accounts receivable, as well as description repayment. Information payment can continue updated if partner in installments payment the debt.
- 3) On week to 2 and to 4 every the month, conducted recapitulation i periodic and total recapitulation. This is due to company policy which give tempo During 14 day (2 week) so that researcher weigh recapitulation conducted two week very.
 - Recapitulation periodic sort description accounts receivable from paid off until who are in arrears. From recapitulation 52 periodic on mid month and end month, report generated recapitulation i periodic which serve information which could help company To do process billing receivables.
 - Recapitulation total conducted with method which same with recapitulation periodic, which only difference , on recapitulation i total whole accounts receivable which arrears and outside time period accumulated on the reporting, so that company knowing accurately how much total receivables have been given company however not yet paid by partner.
- 4) Furthermore, recapitulation report accounts receivable periodic and the total is given to the director as information on smoothness or credit jams, as well as help function billing on accounts receivable which in arrears.

4..3.4 Discussion Recording Receivables With Excel

Information required for To do recording in excel worksheet is as following :

- a. date invoices. Time transaction occur in accordance with invoice sale.
- b. Invoice Number. Number invoice sale.

- c. Sale Goods & Service. Item specification along amount, or profession service which conducted in accordance with invoice sale.
- d. Score Receipt. Price from sale goods or service in accordance with invoice sale.
- e. Score After Price Tax from sales goods or services after deducting VAT and PPH in accordance with invoice sale.
- f. Score Paid. Amount cash which enter as income company on moment payment. Column editable double when partner sic il the payment.
- g. Date Payment. The time when the receivables are paid. Columns can be edited if partners in installments the payment.
- h. Date Maturity . Accounts receivable period must be paid according to company policy or agreement transaction.
- i. Age Receivables. Accounts receivable age is inputted to check the suitability of the payment time with maturity. Description of the age of receivables is entered at the time of payment occurred or at the time of recapitulation. According to billing procedure previously formed , the age of accounts receivable will be classified as following.
 - in tempo 14 day, given highlights color green
 - in outside tempo (14-60 day), given highlights color yellow
 - in outside tempo (60-180 day), given highlights color orange
 - in outside tempo (180-360 day), given highlights color red
- j. Information Repayment. Description of whether the receivables have been paid in full or not yet. Information repayment will classified as following.
 - paid off, given highlights green
 - Part arrears, given highlights yellow
 - arrears, given highlights red

CONCLUSIONS

Even though in the credit agreement there is a payment due date which has determined, still often occur case entity partner which pay beyond the time limit when transacting with CV. Son of Steel Krakatoa. Receivables beyond the due date impede the company's cash flow to could walk optimal. Problem the occur because procedure billing accounts receivable no implemented strictly, as well as policies related to billing procedures have deficiency, that is there are no sanctions or fines given if accounts receivable paid outside limit tempo. Besides that, accounts receivable circulating on the entity very rare partner conducted recording so that cause amount accounts receivable outstanding no is known amount what we can be certain of is by accurate, and no traceable. To solve these problems, researchers form alternatives procedure billing accounts receivable on partner, that is with give warning on tempo certain when entity partner arrears and cause credit congested. Researchers also establish procedures for recording the expected receivables can be a solution for CV. Son of Krakatoa Steel. This procedure adapts i and modify the recording method without a subsidiary ledger in the System book Accountancy by Mulyadi. Procedure is shared Becomes 2 related things one with other that is organize invoice sale, and

recording until reporting accounts receivable with Microsoft Excel. Based on conclusion on, as for suggestion which could writer put forward for company is as following :

1. Control internal company should conducted with method separate the accountant function and the receivable collection function, so accounts receivable could managed with good and focused.
2. Company need consider for make and apply policy giving fines to customers good with giving flower, or the minimum sent letter warning to customer. No give policy fine or warning, customer n can intentionally pay out of time and this creates cash flow company hampered.
3. For avoid loss accounts receivable no tracked, researcher suggest n to the company for control accounts receivable that have been circulating, namely by making policies related to the procedures for recording accounts receivable and active follow To do monitoring receivables.
4. Researchers suggest companies to actively check the age of accounts receivable in the records that have been made. When the receivables have fall down tempo, function related could To do billing receivables.

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