

Making Simple Financial Reports for Excel-Based MSMEs

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ARTICLE INFO

Received : 2023-03-09

Revised : 2023-04-20

Accepted : 2023-05-30

Keywords:

Financial Reports, Excel, MSMEs,
Financial Management, Simple
Technology.

E-mail: -

ABSTRACT

This study aims to develop and implement a simple Excel-based financial report template that can help Micro, Small and Medium Enterprises (MSMEs) manage and analyze their finances more effectively. MSMEs are major contributors to the economy, but often face challenges in accessing affordable and appropriate tools to manage financial aspects. The research methodology involves data collection stages through literature studies, interviews with MSME owners, as well as analysis of user needs and preferences regarding the desired financial information. Based on the data collection results, a simple financial report template which includes income statement, balance sheet, and cash flow was designed and developed using Excel software. The results of this study indicate that this Excel-based financial report template provides significant benefits for MSMEs. Users can easily change input data according to their needs and produce structured and informative financial reports. This template also provides the ability to track financial performance over time, as well as assist in making better informed decisions. The implication of this research is increased understanding and better financial management among MSMEs. With this tool, MSMEs can identify financial trends, measure profitability, and deal with financial problems proactively.



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INTRODUCTION

Micro, Small and Medium Enterprises (MSMEs) have a very important role in a country's economic growth. MSMEs account for the majority of jobs, encourage innovation, and contribute to economic equity. However, many MSMEs face challenges in managing their financial aspects effectively. This problem is often caused by limited access to the tools and resources needed to manage accurate and structured financial reports. Good financial management is a key factor in maintaining the stability and growth of MSMEs. However, many MSME owners have limited knowledge and skills in processing financial data and compiling informative financial reports. In many cases, Financial reports are only prepared periodically and are often limited to income statements. Balance sheets and cash flow reports are often overlooked, but these three reports complement each other to provide an overall view of the financial health of a business. In the midst of the development of information technology, the application of simple technology can help MSMEs overcome these obstacles. Microsoft Excel is a tool that is commonly used and quite familiar among MSME owners. Therefore, developing a simple Excel-based financial report template can be an effective solution to help MSMEs manage and analyze their finances better. By understanding this background, This study aims to fill this gap by designing and implementing simple Excel-based financial report templates that can provide significant benefits to MSMEs. With this tool, it is hoped that MSMEs can more easily manage their finances, make decisions based on more accurate information, and thus, support business growth and continuity. This research underscores the importance of effective financial management for Micro, Small and Medium Enterprises (MSMEs). Despite having a vital role in the economy, many MSMEs face obstacles in compiling and analyzing financial reports as a whole. This obstacle is caused by limited access to appropriate tools and knowledge in finance. In an effort to overcome this obstacle, This study develops a simple Excel-based financial report template. This template is designed to help

MSMEs manage their financial aspects more effectively. The template includes income statement, balance sheet and cash flow, which helps MSMEs to gain a better understanding of financial performance.

METHOD

Activity Targets

The implementation of community service is carried out in the form of training and mentoring. The target of this training and mentoring is MSME business actors with a total of 11 participants.

Activity Locations

This community service activity was carried out by 3 lecturers involving several students specifically aimed at MSME actors in Johor Village, Deli District, Deli Serdang Regency who were the objects of this training to obtain information and knowledge related to preparing financial reports in accordance with accounting principles.

The method used:

The financial report is a report that contains financial information about a business entity that will be used by interested parties as material for consideration in making decisions. So that this activity needs to be held in the form of training on simple financial bookkeeping and a mentoring program on simple financial bookkeeping activities

RESULTS AND DISCUSSION

Discussion of results

In the early stages of discussion, this study identified the main challenges faced by MSMEs in managing their finances. Limited access to appropriate resources and tools is an obstacle in preparing accurate and structured financial reports. These challenges include limited financial knowledge, expertise in using the software, and time constraints. The material provided is in the form of:

a. Transaction

Examples of transactions carried out in a business as contained in the following table.

Table 1.Financial Transactions

Penambahan uang kas sebagai modal usaha Rp. 1.000.000
Beli Bahan Baku Produksi Rp.400.000
Biaya Transport Rp.50.000
Hasil Penjualan Kue Rp.820.000
Beli Bahan Baku Produksi Rp. 600.000
Hasil Penjualan Kue Rp. 970.000

b. Accounting Equations

One of the simplest formats in the process of recording financial transactions. Presented in the following table.

Table 2.Simple Format of Financial Transactions

Format Sederhana Mencatat Transaksi Keuangan															
Tgl	Harta						=	Hutang	+	Modal	+	Pendapatan	+	Beban	
	kas	+	Piutang	+	Perlengkapan	+	Peralatan	=	Hutang	+	Modal	+	Penjualan	+	Beban

c. Income statement

The income statement describes the income and expenses for a certain period (Jusup, 1999), presented in the following table.

Table 3.Income statement

Pendapatan/ Penghasilan		
	XXXX	XXXX
Beban-Beban:		
Beban Pembelian Bahan	X	
Beban Umum	X	
Beban Gaji	X	
Beban Listrik	-	XXX
Laba/Rugi dari Usaha		X

d. Equity Report

This report describes the owner's equity with changes that occur in a certain period (Jusup, 1999). Presented in the following table.

Table 4.Equity Report

Modal Awal atau (laba/Rugi)		XXX
Prive	-	
Laba/Rugi periode ini	(X)	(X)
Perubahan Modal		XX

e. Cash flow statement

The cash flow statement provides information about the state of cash receipts and disbursements during a period. The cash flow statement reports from operating activities, financing activities, and investing activities.

f. Balance Report

The balance sheet is a description of the assets, liabilities and equity of the entity in a certain period at the end of the reporting period (Jusup, 1999). The balance of a balance sheet if the company's assets equal the amount of debt plus capital. Presented in the following table.

Table 5.Balance Report

Aktiva		Pasiva	
Kas	xx	Hutang	xx
Piutang	x		
Perlengkapan	X		
Peralatan	X	Modal	xxx
Total	xxxxx	Total	xxxxx

The discussion in this stage involves the effectiveness of templates in producing reports that are organized and easy to understand. This template allows MSMEs to track their financial progress over time, which in turn supports better decision making.



Figure 1. Learning to Make Financial Reports



Figure 2.Simple Financial Reports

MSMEs are expected to improve their understanding of finance and take smarter steps in managing their business. Recommendations include training regarding the use of templates, as well as implementing policies that support the use of simple technology among MSMEs.

This community service highlights the importance of technology adoption in overcoming the constraints of MSME financial management. In this regard, Microsoft Excel is considered a familiar and affordable tool for the majority of SMEs. The discussion covers the advantages of Excel as a data processing tool, which allows MSMEs to prepare financial reports more easily and accurately.

CONCLUSION

In conclusion, a simple Excel-based financial report template is a tool with great potential to help MSMEs manage their finances better. This research makes an important contribution in supporting the growth and sustainability of MSMEs, as well as encouraging the adoption of simple technology that is effective in business management. The results of the study show that the use of this Excel-based financial report template provides real benefits for MSMEs. Users can easily fill in their financial data and generate structured and informative financial reports. With this information, MSMEs can identify financial trends, measure profitability, and make better business decisions.

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