ABSTRACT

In general, many MSMEs still do not have complete and accurate financial reports due to their lack of understanding of financial reports which makes financial statements difficult and complicated for the owners to coordinate. But they did not know that having a detailed report would greatly affect their business operations. Because with a complete financial report, then they will be able to more easily know the performance of their financial condition well.

Jie Ge Kampung Chicken Sop, is a business founded by Gabriel Bryan on October 26, 2018, the business is located in the Pasir Putih food court, Batam. This store is engaged in culinary and has one employee. The process of carrying out practical work is carried out from August to December. Where this practice is carried out, a full set of financial reports and inventory reports based on Microsoft Excel will be arranged, which with this format will be more easily coordinated.

The results of this practical work will produce sales and purchases reports, income statements, balance sheets, cash flow reports, and monthly inventory reports. All reports designed by the author have been well applied by the business owner. Now Jie Ge Sop Ayam Kampung has financial reports that are in accordance with its basic accounting standards.

Keywords: sales and purchase report, income statement, balance sheets, cashflow statements, inventory report.