ABSTRACT

This practical work is carried out with the aim of designing an accounting system that is adequate and effective in helping the Family Shop handle the problem at hand, namely bookkeeping. This project uses Microsoft Office Access as a medium or tool for designing accounting recording and reporting systems to produce reliable and accurate financial information that is useful for the Family Shop.

Data were obtained through interviews and observation which is known as descriptive method. The author designed a system based on what is needed by the Family Shop which is related to the business it runs.

The research shows that the practical work created a recording system that begins by inputting transactions or data in Family Shop and ends as financial statements. The system is expected to increase effectiveness in Family Shop to evaluate finances in the business.

Keywords: Practical work, Accounting recording system, Microsoft Office Access, Financial statements