

TRAINING ON FINANCIAL STATEMENT MANAGEMENT USING MICROSOFT EXCEL TO CITIZENS TANJUNG DUREN, WEST JAKARTA

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ARTICLE INFO	ABSTRACT
<p>Article history Received : November 2021 Revised : November 2021 Accepted: November 2021 Published: February 2022</p> <p>Keywords Training, Financial Statement, Excel.</p>	<p>With the development of increasingly advanced technology today, it is undeniable that information technology and computers are one of the most basic human needs, the use of computers today can be done routinely for important tasks involving large amounts of data in a company, help every job in the field of computerization in the world of industry, education, sports, health and so on (Maimunah et al., 2017)</p> <p>Some MSMEs have used computer processes for financial management, such as filing, calculating, and making reports, so it doesn't take a long time. So far, MSMEs in using computers is only limited to typing activities. Therefore, it is necessary to develop the potential for MSME actors, for example in providing financial reports. Microsoft Excel training for residents of Tanjung Duren Utara can provide new benefits for participating actors in filing, calculating, and managing financial reports. Automatic calculations can increase the effectiveness of the performance of MSME actors in making financial report recaps.</p> <p>The existence of this community service is to provide management training using Microsoft Excel. So we hope that with this training, it will be a start to find out and make a profit and loss report quickly on the business being run so that it can increase business turnover. This training activity, it is held Virtually through the Zoom Meeting Application. With this socialization, it is hoped that MSME actors can make reports quickly and validly so that they can increase their business turnover.</p>

PRELIMINARY

One of the tasks of lecturers in the Tri Dharma of Higher Education is to do community service. The community service activities are in the form of utilizing, developing, and applying science, technology, art, and culture to contribute knowledge to the community for the betterment of society.

The foundation of the Indonesian economy in MSMEs (micro, small and medium enterprises). Based on data from the Ministry of Cooperatives and SMEs, in Indonesia, 98.7 MSME business actors have received 89.17% of the workforce at this time. However, the participation of MSMEs in investment and export activities in Indonesia is still small. Cooperation from various stakeholders is needed to help MSMEs become creative and innovative, and competitive (Weli et al., 2021).

MSMEs can grow and develop enormously to improve the standard of living of many people. MSMEs have an important role for Indonesia in the national economy, namely absorbing labor, equitable distribution of results from the development, and reducing poverty. In statistical data, MSMEs are close to 99.98% with a participation of 56% of Indonesia's total GDP (Angraini et al., 2021; Hasbi et al., 2020).

According to Harjanto (Setiawan & Widjajanto, 2020), administrative management problems related to spreadsheet operations or numerical calculations can be solved using Microsoft Excel. Microsoft Excel, it provides practical

administrative management processing in the form of organizations, companies to individuals, by utilizing the calculation formulas that have been provided.

Some of the problems that occurred when observations were made to MSME business places, including limited production and marketing personnel so that their business did not develop quickly, in terms of bookkeeping they still used a very simple method and lack of knowledge in good and correct financial records, by accounting standards. Because of these problems, it is necessary to provide training for MSME entrepreneurs so that they can compete on a national scale.

METHOD

This activity is one of the collaborative programs of Dian Nusantara University, Jakarta in the context of a capacity development lecturer. Where implementation activities work the same with Inhabitant Tanjung Duren Jakarta West.

As for time implementation activity, devotion public is as follows:

Date: December 25, 2021

Participant: Public and college student Dian Nusantara University Jakarta

Time Implementation: 08.30 – 12.00 WIB

The place Implementation: From House each – each by virtual/online via Zoom Meeting.

Formulas problem in Devotion To Public Training Management Report Finance Use Microsoft Excel

Application In News Tanjung Duren Jakarta West

1. Can the use of Financial Report Processing Using Microsoft Excel Applications improve the ability to manage financial reports?
2. Can the use of Financial Report Processing Using Microsoft Excel Applications reduce the risk of errors in making financial reports?

RESULTS AND DISCUSSION

The community service activities carried out have the theme " Training " Management Report Finance Use Microsoft Excel Application for Citizens Tanjung Duren Jakarta West ". This community service activity takes place online using the Zoom meeting application. Harder participants are residents of the North Tanjung Duren sub-district, Grogol Petamburn sub-district, West Jakarta, while the organizing committee for the activities is lecturers and students of the Management Study Program at Dian Nusantara University.

The activity will take place on Saturday, December 25, 2021. Community Service is a mandatory activity that must be carried out every semester by the teaching staff of Dian Nusantara University, including the teaching staff of the Management Study Program, Faculty of Business and Social Sciences.

The activities carried out in carrying out community service are:

1. Presentation exposure theories about Report Finance Using Microsoft Excel
2. Provided basic knowledge and training on Financial Reports Using Microsoft Excel
3. Practice using Microsoft Excel



Figure 1. Activity Flyer

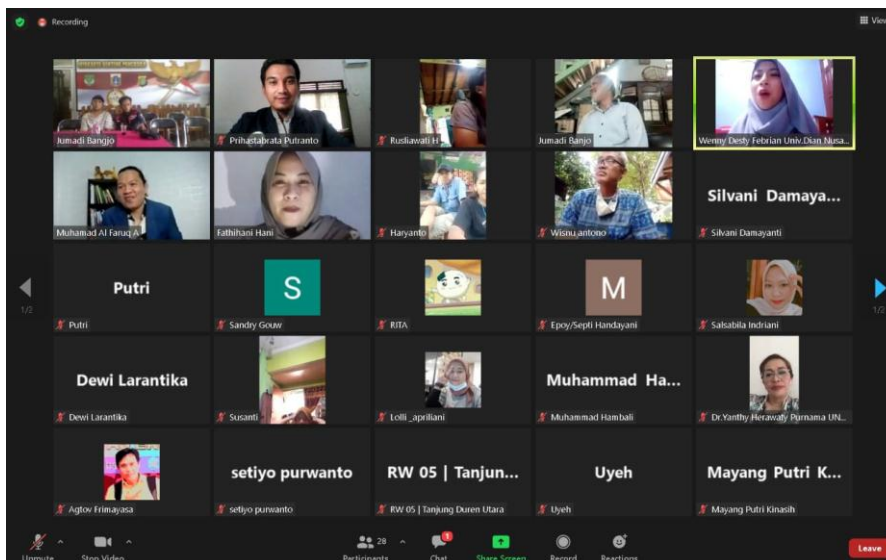


Figure 2. Photo of Community Service Activities

Presenter Theory by oral about Microsoft Excel basics for report finance Method this applied with The goal is that the participants understand Theory beginning before input data - data report finance in Microsoft Excel.

Practice use Microsoft Excel application for processing reports Based on the results obtained from this activity, the enthusiasm of the participants when responding to the service activities carried out. This can be seen from the enthusiasm of the participants in learning to make financial reports using the Microsoft Excel application.

CONCLUSION

As for Conclusion in implementation community service activities, namely:

1. Utilization of Microsoft Excel application program for processing Report Finance

2. The utilization of the Microsoft Excel application program can be studied and practiced by the participant's devotion to society.

Training Processing Report Finance Using Microsoft Excel application required sustainable so that participants could apply in running business moment this

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