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Evaluate the Use and Management of Accounting Vouchers at Commercial Enterprises

¹ Thi Huong Tram Le, ² Thi Hong Vu

¹ Department of Accounting, University of Labour and Social Affairs, Vietnam

² D16KT7, Department of Accounting, University of Labour and Social Affairs, Vietnam

Corresponding Author: **Thi Huong Tram Le**

Abstract

The article uses document research and survey methods to complete the set research objectives. Accordingly, the theoretical basis of commercial enterprises, accounting organization in commercial enterprises and use and management of documents have been presented specifically in the article. To clarify the current situation, existence, and reasons why the use and management of accounting vouchers at commercial enterprises is not complete, the authors conducted a survey of 54 samples including employees and managers. Accounting departments at businesses. Statistical data results have shown that many commercial enterprises have not met the control and update requirements in designing accounting voucher templates. Some documents of businesses during the preparation

process did not ensure enough necessary information. Regulations for checking accounting vouchers of accountants are still limited, some documents lack content. Organizing and building document circulation processes at small and medium-sized commercial enterprises is formal and has not been specified by specific written processes. The cause of the above problems is that the "Checking accounting voucher" activity has not been carried out in accordance with regulations. From the above problems and causes, we propose: Developing a process for converting documents into effective documents. Regularly check documents to ensure document recording activities comply with legal regulations.

Keywords: Accounting Voucher, Commercial Enterprises, Management

1. Introduction

In each economy, commercial enterprises in different regions have different characteristics and conditions as well as different economic management requirements and levels. Therefore, there are also differences in the organization of accounting activities. The organization of accounting activities in commercial enterprises depends on the specific characteristics of each enterprise such as functions, tasks, nature, scope of operations, management decentralization, qualifications, and management requirements of the enterprise departments, and number of organizations. Must be based on the conditions and professional qualifications of the accounting staff and the level of accounting technical equipment. Building a suitable accounting organization model, a suitable accounting system and a suitable document circulation process for the company will help the accounting apparatus operate effectively and reduce costs. To uniformly manage accounting activities, the state has issued a system of legal documents on accounting, which requires all accounting units in the business community to comply. The Accounting Law regulates, in addition to the content of accounting work, the organization of accounting organizations and the activities of accountants and accounting practitioners. Accounting standards provide basic accounting principles and methods for preparing financial reports and accounting. The accounting system is the regulations and instructions on accounting in a field and a number of specific activities. When using and managing accounting vouchers, compliance with legal documents on accounting issued by the state ensures that accounting is a control tool and that all economic, financial, and public business activities are monitored closely. Provide complete and truthful information to meet the requirements for document preparation and document checking. The objective of this study is to evaluate the current situation of using and managing accounting vouchers at small and medium-sized commercial enterprises in Vietnam.

2. Theoretical Basis

2.1 Commercial Business Enterprise

According to the Enterprise Law (2020) [5], "An enterprise is an organization with its own name, assets, transaction office, established or registered for establishment in accordance with the law for business purposes" (Law on Enterprises) No: 59/2020/QH14). Commercial businesses are first of all businesses operating in a market economy, so they still have the basic characteristics of a business. In addition to the inherent characteristics of an enterprise operating in a market economy, commercial enterprises have their own characteristics stemming from the nature of their operations, affecting the organization of accounting work in the enterprise. This is expressed in three contents. Commercial enterprise activities are mainly divided into three groups: Buying and selling goods; Commercial services; and Promotion. In which commercial services are associated with the purchase and sale of goods, trade promotion is an activity aimed at finding and promoting the purchase and sale of goods and the provision of commercial services. Commercial enterprises can carry out one or more commercial activities. Commercial enterprises can carry out other activities such as production, service provision, and financial investment, but commercial activities still account for the main proportion. Commercial enterprises are independent organizations with a clear division of labor and are managed by an official ministry. Commercial enterprises can carry out commercial activities independently with simple and quick procedures.

2.2 Accounting Work in Commercial Business Enterprises

According to author Loi (2008), "Accounting organization is the creation of relationships in a certain order between the elements of the accounting system to perform the functions and tasks of the accounting apparatus. Elements of the accounting system include: Accounting staff with capacity and expertise; system of account documents, books, and accounting reports; accounting methods; equipment used for accounting" (p.117). Organizing accounting work in businesses is the subjective activity of businesses in organizing and applying accounting methods, principles, standards, and regimes to receive, process, and provide all information about assets and economic activities in the enterprise. The purpose of organizing accounting work is to check and monitor all economic and financial activities of the enterprise. The organization of accounting work in commercial enterprises needs to meet certain requirements and principles. Requirements for organizing accounting work in commercial enterprises include: Control; Efficiency; Suitability; and Flexibility. Accordingly, control means that the organization of accounting work in commercial enterprises must provide truthful, reasonable, and reliable information; and ensure the safety of assets and information; in accordance with the requirements and regulations of the internal control system. Efficiency means that commercial enterprises need to take into account the efficiency of accounting work. Appropriateness means that the organization of accounting work in commercial businesses must meet the requirement of "providing timely and appropriate information for management and the financial reporting system" under regulations. Flexibility means that commercial enterprises need to ensure the flexibility of the accounting information system provided by accountants, which can be suitable for current and future

conditions. Organizing accounting work in commercial enterprises has four principles: Organizing accounting work in commercial business enterprises must comply with current legal documents on accounting of the State; The organization of accounting work in a commercial business enterprise must be consistent with the characteristics of the business organization and management organization of the commercial business enterprise; Organizing accounting work in commercial enterprises must select people with sufficient capacity and conditions to do accounting work; The organization of accounting work in commercial enterprises must ensure savings and efficiency.

2.3 Use and Manage Accounting Vouchers

According to the Law on Accounting (2015) [1], "Accounting vouchers are documents and objects that carry information reflecting arising and completed economic and financial operations, serving as a basis for recording accounting books" (Law No. 88/2015 /QH13). Accountants base on the content reflected in documents to analyze and record in accounting books. All economic transactions that arise must have documents. Accounting vouchers an original documents with evidence and legality, so these documents must be accurate, complete, timely, legal and valid. Using and managing accounting vouchers is understood as "organizing the issuance, recording, checking, circulating and storing all types of accounting vouchers used in the unit to ensure the accuracy of information.", check that information for accounting bookkeeping and accounting synthesis. The content of using and managing accounting vouchers includes two steps: determining the accounting voucher category and building the accounting voucher circulation process.

Determine the Accounting Voucher Category

Accounting vouchers apply to businesses that must comply with the provisions of the Accounting Law, Decree No. 129/2004/ND-CP dated May 31, 2004, of the Government and documents amending and supplementing (No.: 200/2014/TT-BTC). The circular guiding the corporate accounting regime also stipulates the accounting voucher form system in Article 117, specifically, "Enterprises can proactively develop and design accounting voucher forms in accordance with their operational characteristics and requirements." management needs but must meet the requirements of the Accounting Law and ensure principles of clarity, transparency, timeliness, ease of inspection, control and comparison. In case of not building and designing your own document forms, businesses can apply the form system. Enterprises with specific economic and financial operations that are subject to regulation by other legal documents shall apply the regulations on documents in those documents" (No.: 200/2014/TT- BTC).

Build a Process for Circulating Accounting Vouchers

The order for circulating and checking accounting vouchers is specified in Article 119 of the circular guiding the corporate accounting regime. Accordingly, "All accounting vouchers created by businesses or transferred from outside must focus on the business accounting department. The accounting department checks those accounting vouchers and only after checking and verifying the legality of the documents can they be used to record accounting books" (No.: 200/2014/TT-BTC). The order for circulating

accounting vouchers is specified in Circular 200, including the following steps: Prepare, receive, and process accounting vouchers; The accountant or chief accountant checks and signs the accounting voucher or submits it to the Director of the enterprise for approval; Classify and arrange accounting vouchers, determine accounts and record accounting books; Store and preserve accounting vouchers. Procedure for checking accounting vouchers. Check the clarity, honesty, and completeness of the criteria and elements recorded on the accounting voucher; Check the legality of arising economic and financial operations recorded on the accounting voucher, compare the accounting voucher with other relevant documents; Check the accuracy of data and information on the accounting voucher. When checking accounting vouchers, if violations of the State's policies, regimes, and regulations on economic and financial management are detected, the implementation must be refused (No disbursement, payment, warehouse release, etc.) and immediately notify the Director of the enterprise for timely handling according to current law. For accounting vouchers that are not prepared according to the correct procedures, the content and numbers are unclear, and the person responsible for checking or recording the books must return them and request additional procedures and adjustments before using them as a basis for recording the books. Thus, based on the general requirements for using and managing accounting vouchers and based on the specific operational characteristics of each commercial enterprise, each unit needs to use and manage accounting vouchers accordingly. Carry out timely accounting records, ensuring the provision of information quickly and effectively. To ensure quick and appropriate circulation of accounting vouchers, it is necessary to determine the responsibilities and tasks of functional departments in the unit to reduce unnecessary procedures and accounting vouchers and save time.

3. Methods

The study uses two common research methods: document review and data survey. Using the document review method, we have collected data on accounting work, use, and management of accounting vouchers at commercial enterprises. Collect information to use and manage accounting vouchers at commercial enterprises such as document lists, transfer and storage processes. Sources of secondary data collection from accounting staff and document systems, financial reports, and regular and extraordinary reports of the business. Research regulations in legal documents such as the Accounting Law, Circulars guiding corporate accounting regimes and the Enterprise Law to build a theoretical basis for the article. Using the data survey method to collect primary data on the actual use and management of accounting vouchers at commercial enterprises. A set of questions was built with the content "Organizing the accounting voucher system of businesses". Data processing method: for the data collected, the author conducts statistics, synthesizes, compares, contrasts, and analyzes data to reflect the results of the current situation at the Company and then presents more suitable solutions.

4. Results

4.1 Current Status of the Use and Management of Accounting Vouchers at Commercial Enterprises

Proper organization of the accounting voucher system will

determine the quality of accounting information in the enterprise. The research team conducted a field survey of 54 small and medium-sized commercial enterprises specializing in medical equipment. The results of the use and management of accounting vouchers at these businesses are summarized in Table 1.

Table 1: Organization of accounting voucher systems of surveyed businesses

S. No	Content	Answer	
		Yes	No
1	Determine the full range of documents needed in accordance with current regulations and the business cycle of the enterprise	54	0
2	Design a voucher template that meets all the standards: completeness, control, form approval, and updates	40	14
3	The accounting voucher contains all the required elements as prescribed	27	27
4	When recording documents, cross out blank spaces	10	44
5	In case of incorrect writing, the document needs to be canceled and torn from the stem	34	20
6	Accounting voucher must be fully signed, write full name, and stamp according to the correct form	54	0
7	Are the documents prepared in sufficient numbers as prescribed?	54	0
8	Accounting vouchers are created by computer and ensure the specified content for accounting vouchers	54	0
9	Documents used as a direct basis for recording accounting books contain additional accounting criteria	21	34
10	The enterprise has opened a register of sample signatures of the treasurer, warehouse keeper, accountants, chief accountant (and authorized person), Director (and authorized person).	14	40
11	Enterprises have built a process for circulating accounting vouchers	54	0
12	Enterprises have organized document checking process	33	21
13	When using vouchers to record accounting books, the vouchers must be classified	20	34
14	Are used accounting vouchers sorted, classified, and protected?	22	32

Source: Survey results of the research team

From the above survey results, we can analyze the current situation of using and managing accounting vouchers at these businesses as follows:

Regarding determining the type of documents needed: 54 businesses (100%) fully determined the types of documents needed in accordance with current regulations and the business cycle of the business. For example, accounting cash vouchers include: Receipts; Payments; Applications for advance; Payment demand letters; and Fund statements. Accounting voucher for inventory includes: Warehouse receipt; Delivery bill; Goods testing record; Minutes of goods inventory, and Purchase list. Accounting voucher for fixed assets includes: Minutes of delivery and receipt of fixed assets, Minutes of re-evaluation of fixed assets; and Minutes of liquidation of fixed assets.

Regarding voucher template design: There are 14 businesses (accounting for 26%) that do not fully meet the requirements of the accounting voucher form in terms of completeness, control, form approval, and updating. To better understand

the author's in-depth interviews with these businesses, the inadequacy mainly belongs to the standards of control and updating of documents. Some documents do not fully show the necessary information. There is redundant information, but all of these documents have not been amended or supplemented in accordance with the business reality of the enterprise.

Regarding the organization of the process of receiving and preparing documents: All businesses surveyed accounting vouchers are legal with full signatures of relevant people and the seal of the business. But the validity of the documents is not emphasized, specifically: there are 27 businesses (accounting for 50%) that do not fully record the elements as prescribed in the accounting voucher, 44 businesses (accounting for 81.5%) when notes without crossing out blank spaces, 34 businesses (accounting for 63%) wrote wrong documents that needed to be canceled and tore the documents from the stubs, 21 businesses (accounting for 38.9%) recorded documents in accounting books Without recording accounting targets, businesses have not yet opened a book to register sample signatures. There are 40 businesses (accounting for 74.1%) that have not opened a book to register sample signatures of treasurers, storekeepers, and employees accountant, chief accountant, director. 100% of businesses use electronic documents, including order records and working procedures with customs and tax authorities.

Regarding the organization of the document circulation process. The current situation of organizing accounting voucher inspection through survey results shows that 21 businesses (accounting for 39%) have not fully organized document inspection work. Some businesses check employees' accounting vouchers for the first time. Accounting is limited. All businesses build document circulation processes. However, during in-depth interviews, the research team found that the process of transferring documents in businesses has not been carried out systematically, scientifically, and fully, and is basically just verbal conventions that have not been implemented. concretized with specific documents and procedures.

About organizing accounting voucher storage. Accounting vouchers in 22 enterprises (accounting for 40.7%) are numbered sequentially and bound into monthly volumes, kept by the enterprise's accounting department. After the financial statements are approved, all documents are stored by the accounting department at the enterprise's accounting department. However, there are still 32 enterprises (accounting for 59.3%) that carry out the storage process. Storing and preserving accounting vouchers is still arbitrary, specifically: documents made on paper, after recording in accounting books, are not classified before being stored; Documents created on a computer and then printed on paper are usually only created in a single copy to be delivered to the customer. Corporate accountants only store the content of those documents on the computer, not the documents. From paper that has been printed and approved in order, many vouchers and accounting documents have been stored for a long time and have expired but have not been destroyed.

4.2 Evaluate the Current Situation of Using and Managing Accounting Vouchers at Businesses

Many commercial enterprises have not met the control and update requirements in designing accounting voucher

templates. Some documents of businesses during the preparation process did not ensure enough necessary information. Many documents have redundant information but have not been amended and supplemented to suit the business reality of the enterprise. Some commercial enterprises have not fully organized the auditing of accounting vouchers. Regulations on checking accounting vouchers of accountants are still limited, some documents even lack some other prescribed content such as not recording the date and month of economic transactions arising on the documents and missing the signature of the accountant-related parties. Organizing and building document circulation processes at small and medium-sized commercial enterprises is formal and has not been specified by specific written processes. The cause of the above problems is that the "Checking accounting voucher" activity has not been carried out in accordance with regulations. Accounting vouchers must be closely checked before being recorded to ensure the honesty, reasonableness, and legality of arising economic and financial operations reflected in the accounting voucher. Check the accuracy of data and information on the accounting voucher. When checking accounting vouchers, if any violations of the State's policies, regimes, and regulations on economic and financial management are discovered, the accountant must refuse to comply and immediately report in writing to the State. The head of the unit knows how to handle it promptly in accordance with current law. For accounting vouchers that are not prepared according to the correct procedures, the content and numbers are unclear, and the person responsible for checking or recording must return them, request additional procedures and adjustments, and then use them as a basis for the recording book.

4.3 Complete the Organization of the Voucher System and the Accounting Voucher Circulation Process

The documentation system needs to be specifically defined for each activity, each type of operation, and each related department. Determine the responsibilities of each department in the process of preparing and receiving documents. Documents must "fully reflect seven mandatory elements of an accounting voucher: name, name and address of the preparer, name and address of related parties, the content of the transaction, scale operation, number and time of document preparation, signatures of relevant parties" (Circular 200/2014/TT-BTC). Documents must clearly specify the document form, and the content of criteria that need to be reflected, and clearly specify the department and each individual preparing the type of document. When designing voucher templates, it must meet the information provision requirements for financial accounting. Setting up an enterprise's accounting voucher circulation process requires describing the voucher circulation cycle to serve accounting work. In it, give items such as process writer, tester, and reviewer. At the same time, the content mentions: List of documents used; Regulations on document circulation time, and validity period. Within the scope of the research topic, the author proposes some of the following document circulation processes:

Build a contractual sales process. According to this process, after the general sales department receives the customer's order under the contract, the sales staff will check inventory data as well as data on the customer's credit limit row. After the comparison, the sales staff compiles a sales proposal

with a price quote for approval. The competent person not only approves the nature of the order but also approves the selling price. Thanks to this, it ensures to limit risks when sales staff connect with customers. After the review is complete, the sales staff draws up a contract and sends it to the customer.

Process for recording, tracking and paying debt to suppliers. According to this process, after the accounting department synthesizes the supply department's order documents, supplier invoices, delivery records and warehouse receipts, it will perform a check on data projection. When completing data entry and determining liabilities, making a debt repayment plan, submitting to the account owner for approval, entering data, determining payment authorization, and signing for bank transfer to pay debts.

Circulate cash receipts at retail stores for businesses with drug stores. The order is as follows: the person coming to pay brings the payment request documents; The payment accountant checks the documents prepares a receipt and sends it to the treasurer; The treasurer collects cash for the fund and sends a copy to the payer; Chief accountant approves receipts; Recording and archiving documents.

Process of circulating cash payment documents: The payer makes a payment request, lists the original documents and submits the original documents attached; the Payment accountant checks, prepares payment vouchers and signs a request for payment approval; the Chief accountant checks and signs approval; Collect funds and spend money; Payment accounting records and stores documents. This process ensures that documents are strictly controlled, promptly and quickly, and applies to most expenses such as per diem expenses, payments related to sales expenses, and management expenses enterprise.

5. Conclusion

The content of the article presents and analyzes an overview of small and medium-sized commercial enterprises, the organization of accounting work and use, document management and document transfer. This article has evaluated the actual situation of using and managing documents at commercial enterprises. From there, draw out the advantages, limitations and causes of limitations in using and managing accounting vouchers of commercial businesses. The research results are the basis for small and medium-sized commercial enterprises to improve the use and management of documents and accounting work in the future.

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