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Manage and Use Accounting Books at Medical Equipment Trading Enterprises in Nghe An Province

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Abstract

Management and use of accounting books in commercial enterprises is a complex issue, which needs to be carefully studied to meet management requirements. The article has systematized and clarified the theoretical basis of management, use, and storage of accounting books in medical equipment enterprises in Nghe An province. The analysis results of the research team have clarified the situation of management and the use of accounting books.

Analyze the principled requirements to improve the management and use of accounting books in enterprises. From the current situation and limitations, the research team has proposed complete solutions for management, using the accounting book system to improve the quality of accounting information of medical equipment businesses in Nghe An province.

Keywords: Accounting Books, Business, Management, Use

1. Introduction

The trend of deepening international economic integration generally requires closer links between domestic and foreign economic enterprises. A business chain has been formed between domestic medical equipment companies, especially in Nghe An province, forming supporting industries in Nghe An province. Currently, many medical equipment companies in Nghe An do not have offices. Outdated machinery and technical equipment. Mainly carry out manual labor. Limited level of management, lack of information about the market and prices, weak competitiveness, and poor adaptability to the market. To develop medical equipment trading enterprises in Nghe An province sustainably, enhance the competitiveness of enterprises; Improve and create favorable conditions for medical equipment enterprises in the province to compete equally; Access to resources and markets; Improve corporate governance capacity; develop business culture and link medical device businesses; Accelerating the development and improving the competitiveness of medical equipment enterprises, contributing more and more to the socio-economic development of Nghe An province, effective organization of accounting is an important solution. Accounting books are an important tool to help businesses manage their finances and operations. It allows the business to determine the amount of the company's income, expenses, liabilities, receivables, liabilities, profits, losses, assets, and liabilities. An accounting book records business and financial transactions, allowing the company to prepare financial statements such as asset statements, cash flow statements, profit (or loss) statements, and profit (or loss) statements. Ledgers are useful for reporting changes in capital. The research objective of the article is to understand the current accounting regulations. Current situation of accounting books at medical equipment enterprises in Nghe An province.

2. Theoretical Basis

2.1 Organization of the Bookkeeping System

According to Article 25 of the accounting law, "Accounting book is a means of recording, systematizing and storing all economic and financial transactions that have arisen related to the accounting unit".

An accounting book is a type of book used to record economic tasks arising in each accounting period and accounting year. From the accounting books, accountants will prepare financial statements, so that managers have a basis to evaluate and comment on whether the business performance of their enterprises is effective or not. Each accounting unit has only one ledger system for one annual accounting period. Accounting books consist of two types: General ledgers and detailed ledgers.

Depending on the form of accounting of the applicable unit, the institutional unit must fully open general accounting books and detailed accounting books and fully and strictly comply with the provisions of the accounting form on contents, order and recording methods for each accounting book form. All ledger forms, including ledgers and journals, are optional. Enterprises can apply the booking form according to the guidance of Circular 200/2014/TT-BTC issued on 22/12/2014 or Circular No. 133/2016/TT-BTC issued on 26/08/2016 or supplement or amend the form of books and accounting cards in accordance with operational characteristics and management requirements, but must ensure the full presentation of information, clear, easy to check, control. The organization of the accounting book system of the institutional unit must meet the following basic requirements: Conformity with the requirements, scope, scale and operation characteristics of each type of unit; Conform to the qualifications of accounting staff of the unit, management requirements, accounting information requirements; Each institutional unit must comply with the general provisions on accounting books specified in the Accounting Law on opening accounting books and recording accounting books; correction of errors; closing the bookkeeping; archiving and preserving accounting books; handling violations; Depending on the size and characteristics of the unit's operation and the qualifications of the accounting staff, the institutional unit is allowed to choose one of five suitable forms of accounting books and must necessarily comply with all basic principles prescribed for the selected form of accounting books on: Types of books, number, structure of book types, relationships between types of books, sequence and techniques of recording types of books. To meet the above requirements, management, use and storage of accounting books need to comply with the three contents below.

2.2 Choose the Form of the Ledger

Currently, commercial enterprises must open accounting books, and record, manage, preserve, and store accounting books following the Law on Accounting. Enterprises can apply the booking form according to the guidance of Circular 200/2014/TT-BTC issued on 22/12/2014 or Circular No. 133/2016/TT-BTC issued on 26/08/2016. Depending on the characteristics of the unit, you can choose one of the forms of accounting: General diary, Diary-General ledger, Bookkeeping documents, Diary-Vouchers, and computerized accounting.

General Journal

This form of accounting has characteristics: All arising economic and financial transactions are recorded in the general logbook according to the chronological order in which they arise and the contents of such economic operations. Then, get the data on the Diary to record in the Ledger according to each arising economic transaction. Form of accounting General diary includes types of accounting books such as general diary, ledger and detailed accounting books and cards. In particular, the general logbook and ledger are general accounting books used to record economic and financial activities in chronological order and according to the content of arising economic and financial operations. A detailed accounting book is used to record specific economic and financial activities according to the entity's specific detailed management requirements for

such financial activities. Every day, based on accounting documents that have been checked to record in the general diary book in chronological order. At the same time, based on economic and financial operations arising or summarizing economic and financial operations arising of the same type, they have been recorded in the general log book to record in the Ledger according to appropriate accounting accounts. In case the institutional unit opens detailed accounting books and cards, at the same time as recording in the general diary, economic operations shall be recorded in relevant detailed accounting books and cards. At the end of the month (end of the quarter, end of the year) the accountant closes the ledger and detailed accounting books and cards. From the books, detailed accounting cards make a "detailed summary table" for each account. The figures on the "Detailed Summary Table" are compared with the amount of Debt, the amount incurred Yes and the month-end balance of each account on the ledger. After checking and reconciling, if it is guaranteed to match correctly, the closing data on the ledger is used to prepare the "Balance sheet incurred" and financial statements. In principle, "Total Debt Arisen" and "Total Yes Incurred" on the "Balance Sheet" must be equal to "Total Debt Incurred" and "Total Debt Incurred" on the General Journal of the same period. The form of accounting General diary has the advantage of a simple book template, easy to record, convenient for the division of accounting labor. The disadvantage is the high volume of records and high duplication. Therefore, this form is often used with medium-sized units, many accounting workers and using computers in accounting work.

Form of accounting Diary-ledger

The basic feature of the Diary – Ledger form is to use a single general ledger to record all economic and financial activities in chronological and systematic order. The unit using this form has only 1 general accounting book, the Diary-Ledger, arising operations are recorded in combination chronologically and according to the account system. Forms of accounting Diary-Ledger include General accounting book: Diary book-Ledger; Detailed accounting books and cards: Detailed books of raw materials, goods, finished products, assets, and costs. Contents and order of bookkeeping in the form of Diary-Ledger accounting:

Every day, based on the original documents arising, the accountant checks the documents, determines the number of debit accounts, and Yes records in the Diary-General Ledger. Each document is recorded in 1 line simultaneously both in 2 parts of the log and the ledger. A summary table of accounting documents of the same type is prepared for documents of the same type (receipts, receipts, receipts, warehouse receipts, warehouse receipts) arising several times on the same day. Accounting vouchers and general tables of accounting documents of the same type after being used to record diary books-ledgers, used to record in books, accounting cards in relevant details.

At the end of the month, after reflecting all accounting documents arising during the month into the Diary – ledger and detailed accounting books and cards, the accountant proceeds to add the figures of the number column arising in the Diary section and the Debit columns, the Yes column of each account in the ledger section to record in the plus line arising during the month. Based on the number arising in previous months and the number arising this month, calculate the accumulated number from the beginning of the

quarter to the end of this month. Based on the balance at the beginning of the month and the amount arising in the accounting month, calculate the month-end balance of each account on the Diary-ledger. The correct recording on the General Book must ensure the balances: Total Debit Balance of Accounts = Total Balance of Accounts.

At the end of the month or the end of the quarter, perform detailed accounting books to calculate the balance of each detailed object. Then, based on the data on the detailed ledger create a "Detailed Summary Table" for each account. Accountants must compare the data on the detailed summary table with the detailed ledger and accounting books (cards) to check the correctness of the bookkeeping. Data on the Diary-ledgers, books, detailed accounting cards, and detailed Summary Sheets after closing books are checked, reconciled if matched, and correct will be used to prepare the Balance Sheet and other financial statements.

The advantage of this form is that the notebook template is simple and easy to record; The number of books is small, the recording requires little operation, and the reconciliation of data is done regularly and easily. However, this form has the disadvantage that it is difficult to assign work in the accounting department, not convenient if the unit is medium or large-sized, has many economic operations arising, and uses many general accounts. Therefore, the form of Diary-Ledger accounting is only applied to small units using a few general accounts.

Form of Accounting Documents-Bookkeeping

In the form of bookkeeping documents, all economic transactions reflected on the original documents are classified and synthesized on statements of the same type and bookkeeping documents. Then, base the data on the bookkeeping voucher to record in the account ledger. The bookkeeping based on Bookkeeping Documents will be separated into two separate processes. Record chronologically economic and financial transactions arising on the Register of Bookkeeping Documents. Record according to the economic content of economic and financial transactions arising on the Ledger. The form of bookkeeping documents requires the main types of books: Bookkeeping documents, registers of bookkeeping documents, ledgers, detailed accounting books, and cards. Contents and order of bookkeeping in the form of accounting Bookkeeping documents:

Every day or periodically, accountants rely on checked accounting documents to prepare bookkeeping documents. For frequently arising economic and financial transactions, the same economic content is used to prepare a "General table of accounting documents of the same type". From the plus data on the "General table of accounting documents of the same type" to prepare Bookkeeping Documents. Bookkeeping documents after completion shall be forwarded to the chief accountant or the person in charge of accounting or a person authorized by the chief accountant to sign for approval. Then transfer to the general accounting department in the Register of Bookkeeping Documents and record in the ledger.

At the end of the month, after recording all the bookkeeping documents prepared during the month in the Register of Bookkeeping Documents and the Ledger, the accountant proceeds to close the ledger to calculate the amount of Debt, the amount arising Yes and the month-end balance of each account. On the Ledger, calculate the total amount of

economic transactions incurred during the month. Based on the Register of Bookkeeping Documents and the ledger, after checking and reconciling matches and correct data, it is used to prepare the "Balance sheet arising numbers" and financial statements.

Detailed accounting books and cards: Based on accounting documents or accounting documents enclosed with a "General table of accounting documents of the same type" used to record in detailed accounting books and cards as required by each account. At the end of the month, close the book, detailed accounting card, and take data after closing the book to make a "detailed summary table" to be compared with the amount of debt incurred, the amount arising Yes, and the month-end balance of each account on the General Ledger. After checking, matching and correcting the figures on the "Detailed Summary Table" of the accounts used to prepare the financial statements.

The advantage of this form is that the notebook template is simple, easy to record, and convenient for the division of accounting labor. The disadvantage is that when using the form of Bookkeeping Documents, accountants must record many duplicates; Checks are pushed at the end of the period, so providing information is often slow. The form of bookkeeping documents should only apply to medium-sized, large-scale units, with a lot of accounting labor, using many accounts.

Form of Accounting Diary-Voucher Accounting

Basic principles of Diary - Voucher accounting: Gathering and systematizing economic operations arising according to the yes party of the accounts combined with the analysis of such economic transactions according to reciprocal accounts. Closely combine the recording of economic transactions arising chronologically with the systematization of operations according to economic content (according to accounts). Broadly combine consolidated accounting with detailed accounting on the same ledger and in the same recording process. Use pre-printed templates of reciprocal account relations, and economic and financial management indicators and prepare financial statements. The form of a document journal requires the main types of books: voucher diary, statement, allocation table, ledger, detailed ledger, or accounting card. Contents and order of bookkeeping in the form of an accounting Document diary:

Every day, based on the checked accounting documents, take data recorded directly in the Diaries - vouchers or statements and detailed books with concern. For production and business expenses incurred many times or need to allocate data incurred on original documents, they are first gathered and classified in allocation tables, then the results of the allocation table to recorded in related statements and diaries-documents. For document diaries recorded based on detailed statements and books, at the end of the month data are recorded in the Diary-Vouchers.

At the end of the month, the accountant closes the book, adds the data on the Diaries - vouchers, checks, and reconciles the data on the Diaries - vouchers with the books, detailed accounting cards, and related detailed summary tables and takes the total data of the Diary - vouchers for direct recording and ledger. Total data in the ledger and some detailed indicators in the Diary - vouchers, statements, and detailed summary tables used to prepare financial statements.

The advantage of this form of accounting is that the accounting books are tracked separately from each account, so it is convenient for the division of labor and the specialization of jobs in the accounting department. However, the disadvantage of this form of accounting is that it uses many types of books with different structures and uses, so bookkeeping and making reports are also relatively complicated, requiring many highly qualified and proficient accountants. Diary-The voucher accounting form is suitable for large-scale enterprises, using many accounting accounts with many arising economic operations.

Computerized Accounting Form

The basic feature of computerized accounting is that accounting work is performed according to a computerized accounting software program. Accounting software is designed according to the principle of one of the four forms of accounting or a combination of the forms of accounting specified above. Accounting software does not fully display the bookkeeping process but must be able to print all accounting books and financial statements as prescribed. When registering accounting books by computer, the unit is given the choice to buy or build its appropriate accounting software. The computerized accounting form applied at the institutional unit must meet the following requirements: There are sufficient general accounting books and detailed accounting books necessary to meet accounting requirements as prescribed. General accounting books must have all the elements prescribed by the accounting regime; Strictly comply with regulations on book opening, bookkeeping, closing and repairing accounting books in accordance with the Law on Accounting, documents guiding the implementation of the Accounting Law and this accounting regime; Each institutional unit must base on the standards and conditions of accounting software specified by the Ministry of Finance in Circular 200/2014/TT-BTC dated 22/12/2014 or Circular No. 133/2016/TT-BTC dated 26/08/2016 to select accounting software suitable to the management requirements and conditions of the institutional unit; Types of books of computerized accounting: Accounting software designed in any form of accounting will have types of books of that form of accounting but not necessarily the same as the manual accounting book model. The order of bookkeeping in the form of computerized accounting.

Every day, accountants rely on accounting vouchers or General tables of accounting documents of the same type that have been checked, used as a basis for bookkeeping, identifying debit and credit accounts to enter data into computers according to tables and tables designed on accounting software. According to the process of the software, the information is automatically entered into the general ledger and related detailed accounting books and cards.

At the end of the month (or any necessary time), the accountant performs closing operations and prepares financial statements. The comparison between aggregated data and detailed data is done automatically and always ensures accuracy and truthfulness according to the information entered in the period. Accountants can check and compare data between accounting books and financial statements after printing them on paper.

At the end of the month and the end of the year, the general accounting books and detailed accounting books are printed

on paper, and bound into books, and legal procedures are carried out according to the regulations on handwritten accounting books.

The advantages of this form of accounting are to reduce the amount of bookkeeping, and high information security, the checking and reconciliation of data is carried out regularly right on the page, providing timely accounting information. The disadvantage is that the accounting denominator if applied mixed will be complicated, not showing the accounting bookkeeping process, so the inspection and control need highly qualified people. This form applies to all units of small to large size, a team of highly qualified accountants, well-equipped facilities, and techniques.

2.3 Record Accounting Books and Preserve and Store Accounting Books

The bookkeeping must necessarily be based on checked accounting documents to ensure the provisions on accounting documents. All figures recorded in the accounting books are required to be proved by legal and reasonable accounting documents. Records on the accounting books must be clear, true to the fact arising, and not erased. Accounting books and accounting documents are preserved and stored in accordance with the law. At the end of the bookkeeping process, closing accounting books, and accounting books are put into storage according to the regulations on storing accounting documents similar to the storage of accounting documents.

3. Operation Situation of Medical Equipment Trading Enterprises in Nghe An Province

3.1 Medical Devices

Medical device means equipment, instruments, materials, implants, reagents, and materials that are used individually or in combination with each other as designated by the owner of the medical device for human service for the following purposes: Diagnostics, prevention, monitoring, treatment and mitigate disease or compensate for injury or injury; Examining, replacing, correcting, or supporting anatomy and physiological processes; Support or sustain life. Medical equipment consists of 2 groups classified into 4 categories based on the level of potential risks related to the technical design and manufacture of such medical devices. Group 1 includes Class A medical equipment, which is a low-risk medical device. Group 2 includes medical equipment of categories B, C, and D, of which: Medical equipment of class B is medical equipment with a low average level of risk; Class C medical devices are medical devices with a medium-high level of risk; Class D medical devices are medical devices with a high level of risk. The classification of medical equipment must be based on risk classification rules and must be carried out by establishments that have declared eligibility for the classification of medical devices. Because medical equipment is a high-risk item, medical device businesses have the following characteristics.

3.2 Characteristics of Standards of Business Enterprises

Organizations that are entitled to announce applicable standards or register for circulation of medical equipment must fully satisfy the conditions "Organizations in their name announcing applicable standards or registering for circulation of medical equipment must have warranty establishments in Vietnam or must have contracts with

organizations capable of providing warranty for medical equipment medical equipment in which they are registered, except in the case of single-use medical equipment as prescribed by the owner of the medical equipment". These organizations include Vietnamese enterprises, cooperatives, and business households that are owners of medical equipment; Vietnamese enterprises, cooperatives and business households having the function of trading in medical equipment are authorized to register by medical equipment owners; Resident representative offices in Vietnam of foreign traders of which such traders are owners of medical equipment or authorized by owners of medical equipment. The warranty establishment must be certified by the owner of the medical equipment to be capable of warranting the products for which the organization applies for a circulation number.

3.3 Responsibilities of Medical Equipment Enterprises

Organizations and individuals trading in medical equipment shall be responsible for the safety and quality of the medical equipment they trade. "Owners of circulating numbers shall: Publish applicable standards or register circulation of medical devices in accordance with regulations; Establish and maintain medical equipment warranty establishments or sign contracts with medical equipment warranty establishments; Establish and maintain tracking records of medical equipment and carry out traceability of medical equipment according to regulations, except for disposable medical equipment as prescribed by medical equipment owners; Full and accurate information about products on labels and documents attached to medical equipment in accordance with the law on labels; Promptly, fully and accurately warn about risks of adversely affecting users' health and the environment; Preventive ways for sellers and consumers; Provide information on requirements for the transportation, storage, storage and use of medical equipment; Promptly stop circulation, notify relevant parties and take measures to handle, remedy or recall defective medical equipment according to regulations". In case of disposal by destruction, the destruction of medical equipment must comply with the provisions of the law on environmental protection and relevant laws and bear all costs for such destruction; Comply with legal provisions and decisions on inspection and examination of competent state agencies; Compensation for damage under the provisions of law when medical equipment is defective. The owner of the circulation number is also responsible for ensuring that the following documents are always valid during the period when the circulation number is valid: Certificate of conformity with quality management standards of the medical equipment manufacturer; Certificates of free circulation for imported medical equipment of categories B, C and D; Power of attorney; Certificate of warranty eligibility.

4. Current Situation of Management, Use, and Storage of Accounting Books

The survey results show that 100% of enterprises apply the accounting regime according to Circular 133. The main form of accounting chosen by businesses is the form General Diary, which 31/54 enterprises use, accounting for 57.4%. According to the assessment of the chief accountant of enterprises, this form of accounting is easy to use and familiar, so it can be easily implemented. Form of

accounting Bookkeeping documents are applied by 15/54 enterprises, accounting for 27.8%, the form of machine accounting has 8/54 enterprises choosing to account for 14.8%. The selection of accounting forms through surveys at 54 medical equipment enterprises in Nghe An province is summarized in Table 1.

Table 1: Forms of accounting books applied by enterprises

STT	Forms of accounting	Number of enterprises	Rate (%)
1	General logs	31	57.4
2	Bookkeeping documents	15	27.8
3	Machine accounting	8	14.8
Total		54	100.0

Source: Research team survey results

The survey enterprises organized the development of enough templates of general books and detailed books to track the criteria that need detailed monitoring. The book templates used by businesses are true to the forms of accounting that businesses choose.

For accounting books reflecting business expenses, many businesses have opened detailed tracking details for each expense such as Song Lam Medical Equipment Company Limited, detailing sales expenses and business management expenses in great detail, including staff costs, regular repair costs, tool costs, utensils, depreciation costs of fixed assets, maintenance costs, maintenance costs, goods warranty costs, electricity and water costs, labor protection costs, telephone costs, FACs, office costs, other expenses. These expenses are tracked in a daily detail book. At the end of the month, move the total to the beginning of the next month for further tracking. At the end of each quarter, based on the total number of business expenses for the whole quarter and the revenue detail book temporarily determine the quarterly business results. The popular selection of the general diary form of accounting is not suitable for some small-scale medical equipment businesses with few accounting staff.

5. Conclusions

Managing and using scientific and reasonable accounting books has an important significance in the organization of accounting work of enterprises, and is the basis for complete, timely, and accurate information about the existing situation and fluctuations of accounting objects to serve enterprise management requirements. The current accounting book system of some medical equipment enterprises in the province has not met the requirements of collecting, processing and providing information, so it is necessary to complete the detailed accounting book system to be able to provide information according to each management object, each part, each type of activity. To meet the above requirements, it is necessary to determine the number of accounting books to open. The number of accounting books to open depends on the nature of the operations arising. In addition, businesses also need to base on the size of their business to choose a more suitable form of accounting, helping accountants work smoothly while saving costs for businesses. According to the research team, some medical equipment businesses in Nghe An have small scales, and few accounting staff but still use the form of general diary accounting, making it difficult for accountants to record arising economic operations. Therefore, to help accounting staff work more smoothly, businesses should choose the form of a Diary - ledger to record, reflecting

rising economic operations. With this form of accounting, the book form is simple and easy to record; The number of books is small, the recording requires little operation, and the reconciliation of data is done regularly and easily, so it is very suitable for the scale and accounting capacity of businesses.

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