J000004028

00



PROJEK PELAJAR

# UNIVERSITI TEKNOLOGI MARA

PERPUSTAKAAN I.TM SUB"""\*

# ANALYTICAL REVIEW OF ACCOUNTS PAYABLE SYSTEM (AP) IN TELEKOM MALAYSIA BERHAD

HJ. BUJANG BIN HJ. ABDUL RAHMAN ITM NO. : 91533943 (ADIA KLK PART VII)

A project paper submitted to the MARA Institute of Technology, Sarawak Branch, Kuching in partial fulfilment of the requirements for the Advanced Diploma in Accountancy, July 1994.

#### ACKNOWLEDGEMENT

The completeness of this project paper is made possible with the assistance of those who are kind, enthusiastic and anticipated to see that this paper will be made in a way that it will help the students to share the knowledge for the purpose of the study.

Special thanks to my supervisor, Pn. Azlin bte. Abdillah, for her invaluable service, advise, encouragement and guidance to make this project paper a successful one.

An appreciation is also given to all the staff of Telekom Malaysia Berhad who are directly and indirectly involve in this project paper for their kind understanding, cooperation and willingness to provide and share with me the necessary information.

I would like to express my gratitude to all my friends who are directly and indirectly help me by giving me their views, ideas and constructive criticism while preparing this paper.

(v)

## TABLE OF CONTENTS

		Page	
N / CERTIFICATION ONS EMENT	(i) (ii (ii (iv (v) & (	) i) )	
INTRODUCTION OBJECTIVES OF STUDY SCOPE AND LIMITATION	1 1 2		
METHODOLOGY	3		
LITERATURE REVIEW IMPORTANCE OF ACCOUNTS PAYABLE ENHANCEMENT THROUGH COMPUTER MANAGEMENT OF ACCOUNTS PAYABLE ADVANTAGES OF STRETCHING	4 4 6 7 7		
THE CURRENT ACCOUNTS PAYABLE SYSTEM INTRODUCTION SYSTEM OVERVIEW WORKFLOW OF ACCOUNTS PAYABLE SYSTEM	9 9 10 14		
FINDING AND ANALYSIS THE STRENGTH OF THE SYSTEM -Documentation adopted by the system. -Data Processing by the system THE WEAKNESSES OF THE SYSTEM IMPLICATION OF WEAKNESSES TO MANAGEMENT & USERS RECOMMENDATIONS	17 17 18 23 27 30 32		
	EMENT INTRODUCTION OBJECTIVES OF STUDY SCOPE AND LIMITATION METHODOLOGY LITERATURE REVIEW IMPORTANCE OF ACCOUNTS PAYABLE ENHANCEMENT THROUGH COMPUTER MANAGEMENT OF ACCOUNTS PAYABLE ADVANTAGES OF STRETCHING THE CURRENT ACCOUNTS PAYABLE SYSTEM INTRODUCTION SYSTEM OVERVIEW WORKFLOW OF ACCOUNTS PAYABLE SYSTEM FINDING AND ANALYSIS THE STRENGTH OF THE SYSTEM -Documentation adopted by the system. -Data Processing by the system THE WEAKNESSES OF THE SYSTEM IMPLICATION OF WEAKNESSES TO MANAGEMENT & USERS	N / CERTIFICATION (i) ONS (i) ONS (i) EMENT (v) & ( INTRODUCTION 1 OBJECTIVES OF STUDY 1 SCOPE AND LIMITATION 2 METHODOLOGY 3 LITERATURE REVIEW 4 IMPORTANCE OF ACCOUNTS PAYABLE 4 ENHANCEMENT THROUGH COMPUTER 6 MANAGEMENT OF ACCOUNTS PAYABLE 7 ADVANTAGES OF STRETCHING 7 THE CURRENT ACCOUNTS PAYABLE SYSTEM 9 INTRODUCTION 9 SYSTEM OVERVIEW 10 WORKFLOW OF ACCOUNTS PAYABLE SYSTEM 9 INTRODUCTION 9 SYSTEM OVERVIEW 10 WORKFLOW OF ACCOUNTS PAYABLE SYSTEM 14 FINDING AND ANALYSIS 17 THE STRENGTH OF THE SYSTEM 17 -Documentation adopted by the system 23 THE WEAKNESSES OF THE SYSTEM 27 IMPLICATION OF WEAKNESSES TO MANAGEMENT & USERS 30	

CHAPTER 6 CONCLUSION

34

BIBLIOGRAPHY

#### CHAPTER ONE

### INTRODUCTION

#### 1.1 OBJECTIVES OF STUDY

The objectives of the study are:-

- (a) To be familiarised with the concept involving the Accounts Payable System practises in the Telekom Malaysia Berhad.
- (b) To study the procedures involved in the system and how the Accounts Payable play its role in helping the Telekom Malaysia Berhad in monitoring its vendor record and payment.
- (c) To highlight the strength and weaknesses of the system with reference to its internal control features on its documentation, reporting, data processing etc. adopted by the Telekom Malaysia Berhad.

1

#### CHAPTER 3

#### LITERATURE REVIEW

#### 3.1 IMPORTANCE OF ACCOUNTS PAYABLE

Accounts Payable or Trade Creditors is an important source of finance for a business enterprise because a proper management of this system will enhance the financial management role to support an organisation in meeting its responsibility by providing the mechanism for the efficiency and effective acquisition, allocation and controls of funds.

The extend to which Accounts Payable System fulfills this role can be judged in terms of how well funds are provided in a timely and economical manner and how well it measures and reports on fund requirements and its utilisation. Besides these functions, the Accounts Payable System will provide the monitoring process of trade creditor records in terms of its amounts payable, the due date of its payment and past financial records of the suppliers.

4