FINANCIAL ADMINISTRATION ARCHIVING PROCEDURE IN TRIDADI KELURAHAN KAPANEWON DISTRICT, SLEMAN YEAR 2022

Rio Susanto[1], Diana Airawaty[2],Aini Fadillah

[1-3] Universitas Mercu Buana Yogyakarta
riosusanto.9484@gmail.com

ABSTRACT

Purpose: *This Field Work Practice aims to determine the procedures for filing financial administration in the tridadi sub-district, Kapanewon sub-district, Sleman Regency in 2022.* ***Methods:*** *The method in this study uses data collection methods. Data collection consists of documents to be archived.* ***Results and Discussion:*** *The results of this field work practice are that the filing procedure in the tridadi village has not been maximized due to the lack of human resources in the tridadi village. Tridadi Village is expected to increase human resources so that filing procedures are maximized.*

Keywords: *Procedure, Archiving, Village*

1. INTRODUCTION

Archives are one source of information that has an important function to support the process of administrative and management activities of an agency. All activities carried out by the agency, whether in the form of proposals, correspondence or other documents, will be archived. The recorded information is evidence and documentation or memory for the agency concerned.

Village is the result of the division of Indonesia's administrative regions under sub-districts, which are led by a lurah. Village is the smallest government unit at the village level, where the Village has the right to regulate a limited area. During the implementation of its duties, the government provides assistance in the form of village funds in each village to help maximize performance to assist in the development of infrastructure and community empowerment activities.

The development of the world of technology is currently very fast along with the increasing need for fast and efficient services. In a business activity such as in a company, it really needs human resources who are able to utilize technology as a tool to support the quality and productivity of the business. In this case, we realize that human resources are the main capital in these activities. Therefore, the quality of the workforce must be developed properly. One way is to provide opportunities for students to get to know the world of work better by participating in field work practices.

One form of educational institution to create a competent workforce in their field is to print students as prospective workers who are in accordance with future needs. The

suitability of education with the world of work is also the basis for practicing street vendors in the tridadi village. Through this street vendor, it is hoped that the practitioner will have the opportunity to increase knowledge related to administration in the world of education as well as the actual conditions and situations in the world of work.

An office or agency, both government and private, which has a series or activities. Which includes all kinds of work related to the delivery of information both verbally and in writing, as well as the manufacture of documents, the use and use of scripts are all kinds of written notes, descriptions, recordings contains about a thing or activity that has been held which serves as a reminder of the activity. archive management that serves as the core of an organization's activities and is useful for helping leaders to determine policies. Archival company/organization means the regular and regular storage of important records regarding the progress of the company's systems.

Tridadi Village is one of the villages located in the area of Kapanewon Sleman, Sleman Regency, Yogyakarta Special Region Province. The location of the Tridadi Village is approximately 8 km north of the provincial city, and from the city of Yogyakarta it takes approximately 25 minutes. Tridadi village has archives, filing letters both in the form of incoming and outgoing letters. However, along with the increasing number of incoming and outgoing letters, making it difficult to search again, due to the absence of a clearer placement on the closet shelf. With this problem, it triggers the author to find out the procedure for archiving the tridadi village in 2022.

2. OVERVIEW

Procedure

The procedure is a sequence of clerical work, usually involving several people in a section or more, to ensure uniform treatment of ongoing company transactions (Baridwan, 2009).

Record management

Archives are any written records either in the form of pictures or charts that contain information about a subject matter or events that are still useful and needed at any time in the future (Maryati, 2008).

3. IMPLEMENTATION METHOD

The duty or job of the secretary in the Tridadi Village is to record if there are documents received by the lurah. The main procedure that must be done is to fill out the application form for document input, then the secretary will process and input the document to the triisasi village archive.

The completed form will then be stored in a folder that is located in an uncertain location and is not sorted according to the date of receipt. If at the end of the period or after one month, the document will be collected, corrected and completed according to the part of the document. If the correction and completion activities have been completed, then filing will be carried out. These documents are included in the folder.

1. Incoming Mail Management Procedure.

    The procedure for managing letters in the tridadi village is as follows:

    a. Reception

        Reception duties:

        1) Collect and count the number of incoming letters,

        2) Checking the accuracy of the address of the sender of the letter,

        3) Classify the letter according to the urgency of the settlement,

        4) Sign the proof of delivery as a sign that the letter has been received.

    b. Sorting

        Sorting can be done based on the class of ordinary, routine and secret letters. Sorting is the activity of separating letters for further processing.

    c. Recording

        After the letter is recorded, it is stamped and checks the accuracy of the type or number of attachments that must be received, the next step is to record it.

    d. Scheduling a Letter

        Scheduling letters is the activity of recording incoming and outgoing letters into the agenda book (diary). This book can be called an incoming agenda book (daily mail record). The officer is called an agendar (mail clerk). Each incoming letter is recorded and assigned an incoming mail agenda number.

    e. Directions and Forwarding

        Letters that need to be processed further, must be directed and forwarded to the official who has the right to process them.

    f. Submission of Letters

        Submission of the letter is carried out by the steering officer or expedition which is carried out with the following steps:

        1) Letters that have been pre-disposed are recorded in the internal expedition book.

        2) Submit a letter in advance through the expedition book to the official concerned.

        3) The steering or expedition officer returns it to the agenda for recording in the briefing book.

    g. Incoming file or archive storage

        Storage of files or archives of letters from the leadership is carried out by the processing unit using the archival method applicable to the office.

2. Outgoing Mail Management Procedure.

The procedure for managing outgoing letters from the tridadi village uses the following steps:

a. Drafting letter

   Compiled according to the correct form of the letter or desired by the leadership.

b. Typing.

   If the draft letter has been approved and obtained a code or letter number, it is submitted to the processing unit. Then the head of the processing unit must be diligent and thorough in the results of typing the concept until the letter concept becomes a letter form (Net Surat), after going through error correction.

c. Typing letters in final form.

   The concept that has been approved by the leadership is then typed in the final form on letterhead paper or letterhead.

d. Signing.

   Net the letter is then submitted to the leadership, or official authorized to sign.

e. Recording.

   In this recording, the activities carried out are as follows:

   1) Net letter that has been signed, stamped along with other completeness, such as (attachments and envelopes).

   2) This official official letter is first recorded in a verbal book by an officer called a verbalis.

   3) The official letter after completion is recorded in the verbal book, then the letter is ready to be sent.

3. Storage Procedure

   Storage procedures are work steps that are carried out in connection with the storage of a document. There are two types of storage, namely, unfinished document storage (pending files) and processed script storage.

a. Temporary Storage (Pending Files)

   Pending files or discontinued files are files that are used for temporary storage before a script is processed. This file consists of folders containing date labels that are valid for three months. Each month consists of 31 folders containing the date, which includes 31 folders for the current month, 31 folders for the next month and 31 folders for the next month. Items pending for a certain time can be placed in a folder under the desired month and date. After processing, the pending script is stored in the file storage. The pending file is usually placed in one of the drawers of the file cabinet that is used.

b. Fixed Storage (Permanent File)

   Generally, offices pay attention to the procedures for keeping records. Experience shows that winning a lot of lost records in the initial procedure, while when it comes to the storage procedure, the speed of recovering records is largely determined by the storage

procedures applied. archiving procedures will not be very visible. It is different for large organizations that have a large number of archives and archive problems are handled by many people, the application of archiving procedures will be very useful. If detailed, the archive storage steps include things like the following.

a) Inspection steps

This step is a step of checking the storage of the script by checking each sheet of the script to obtain certainty that the document is indeed ready for storage. If there is no sign "ready to be stored" or a release mark is stored, or a release mark, as is generally used by offices as a sign of whether a document is ready to be stored, then the document must be returned to the processing unit or the authorized party.

b) Indexing steps

Indexing is an activity to determine what name, or subject, or catch word the letter will be stored. The determination of this catch word is in accordance with the storage system used. In the subject system archive, the letter or the main problem of the letter will be the catch word as the basis for storing it. Whereas in alphabetical system archives, generally letterheads, which are letter delivery or letter signings, are generally used as the basis for determining the word capture of the script to be stored.

4. RESULTS AND DISCUSSION

The first filing procedure carried out by the secretary is checking and sorting the required documents, in the collection there are often problems, namely missing or incomplete documents due to temporary storage not being placed in one place and not sorted from the date of entry of documents. It is known that it was lost at the time of archival collection, if there is a missing document, it must be searched for and if it is not found, it must create a new document which is actually not allowed. This of course hinders other work that must be done by the Secretary so that other work cannot be carried out. If a new document has been created, the next step is to match the data contained in the document to the data already stored on the computer. The next filing procedure is placing, namely one box containing documents received by the Tridadi Village for one month, and outside the box a name for the archive of what month the box is. The following is a chart of the filing procedure in the tridadi sub-district:
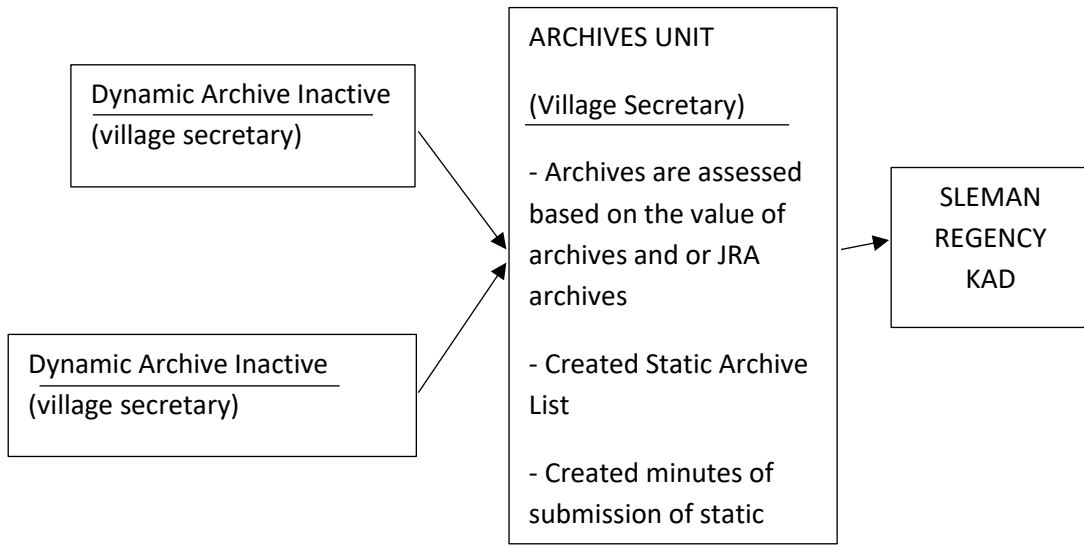
Figure 1. Flowchart of tridadi village static archive storage
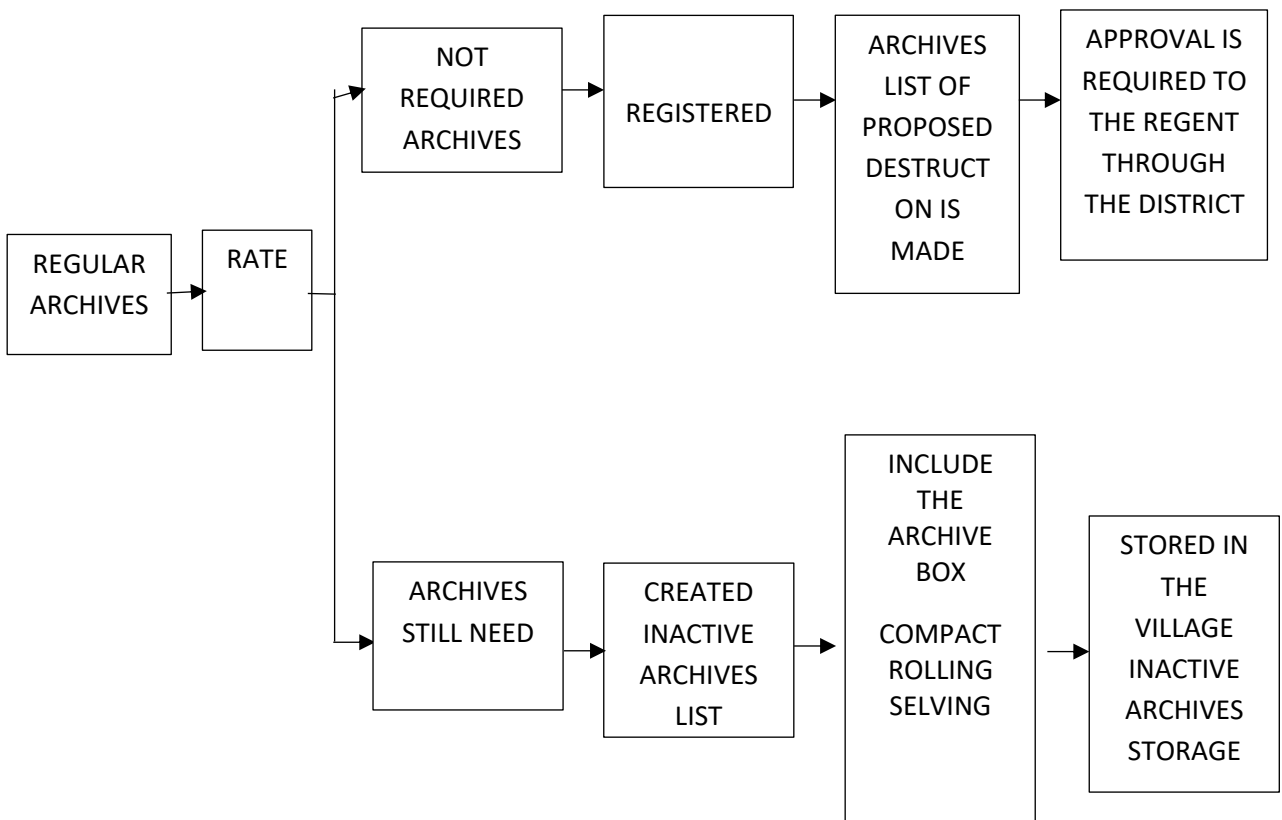
Figure 2. Flowchart of handling inactive archives of tridadi village government

5. CONCLUSIONS AND SUGGESTIONS

CONCLUSION

With the description of the chapters above, it can be concluded that the loss of documents was caused by employees who were not careful and meticulous in placing the archives, while the archives were not placed in a special place for temporary archives.

SUGGESTION

Based on the research above, it is recommended that tridadi village make a Standard Operational Procedure in terms of archiving documents, especially documents related to finance so that there is no loss of documents. Tridadi Village can also collaborate with the UMBY Faculty of Economics or other parties on an ongoing basis so that it is more well organized.

The addition of human resources can be done if needed if it can support the filing procedure can be done better. But the main thing is that continuous training and well-organized and adhered to SOPS are the keys to getting better.

REFERENCES

Azhar Susanto,2008. Sistem informasi Akuntansi, Bandung , Lingga jaya

Azwar, Saifuddin. 2007. Reliabilitas dan Validitas. Yogyakarta: Pustaka Pelajar

Azwar, Saifuddin. 2010. Reliabilitas dan Validitas. Yogyakarta: Pustaka Pelajar

Baridwan, Zaki. 2009. Sistem Akuntansi Penyusunan Prosedur dan Metode. Yogyakarta: YKPN

Coley, A. 2002.Affective and Cognitive Processes Involved in Impulse Buying. BSFCS, The University of Georgia, 1999

Mulyadi, 2008. Sistem Akuntansi, Jakarta, Salemba Empat

Mulyadi. 2013.Sistem Akuntansi, Edisi Ketiga, Cetakan Keempat, Salemba Empat, Jakarta.

Sukmadinata, Nana Syaodih. 2013. Metode Penelitian Pendidikan. Bandung : PT Remaja