



## **OPTIMIZATION OF ADMINISTRATIVE REPORT MANAGEMENT SYSTEM AT CV AJI JAYA MANDIRI COMPANY**

**Dina Nur Annisa and Bagas Gumintang**

Economic and Business Faculty, Jenderal Soedirman University

\*Email Corresponding Author: [dina.annisa@mhs.unsoed.ac.id](mailto:dina.annisa@mhs.unsoed.ac.id)

### Abstract

The Merdeka Learning Campus Merdeka (MBKM) program is one of the policies issued by the Ministry of Higher Education, Science and Technology (Kemendikbud). Jenderal Soedirman University (Unsoed) supports the MBKM program from the Ministry of Education and Culture by providing opportunities for students to participate in MBKM programs that are available. In the context of implementing MBKM at Unsoed, students are given the flexibility to choose programs that suit their needs, aiming to improve the skills and capacities needed when entering the workforce in the future. This MBKM internship activity is a form of training activity that is faced directly with work practices as an application of educational abilities obtained by students from lectures. In addition, students can also gain knowledge, experience and insight in the field about the world of work. In this case, CV Aji Jaya Mandiri, a company engaged in the construction and interior sector, faces challenges in managing administrative reports in line with the growth in the number of projects. Internal data shows that about 40% of the administrative staff's working time is spent on handling reports, signaling the need for improvement in the management system. Good management is a process that aims to achieve specific results. Therefore, the company had to convince the client not to make changes to the design and cost after submission, with a proactive strategy that involved them in the design process. During the internship period, the author participated in administrative activities and found that with an organized system, accuracy and efficiency in decision-making can be improved. Good communication among team members also proved to be crucial to the smooth running of the administrative process. This internship experience provides a valuable understanding of effective management control to support the company's operations.

**Keywords:** MBKM, Skills Development, Administrative Management, Effective Communication



### Abstrak

Program Merdeka Belajar Kampus Merdeka (MBKM) merupakan salah satu kebijakan yang diterbitkan oleh Kementerian Pendidikan Tinggi, Sains dan Teknologi (Kemendikbud). Universitas Jendral Soedirman (Unsoed) mendukung program MBKM dari Kemendikbud dengan memberikan peluang kepada mahasiswa untuk mengikuti program-program MBKM yang telah tersedia. Dalam konteks penerapan MBKM di Unsoed, mahasiswa diberi keleluasaan untuk memilih program yang sesuai dengan kebutuhan mereka, bertujuan untuk meningkatkan keterampilan dan kapasitas yang dibutuhkan saat memasuki dunia kerja di masa mendatang. Kegiatan magang MBKM ini merupakan salah satu bentuk kegiatan pelatihan yang dihadapkan langsung pada praktek kerja sebagai pengaplikasian kemampuan pendidikan yang diperoleh mahasiswa dari perkuliahan. Selain itu, mahasiswa juga dapat menambah pengetahuan, pengalaman dan wawasan di lapangan mengenai dunia kerja. Dalam hal ini, CV Aji Jaya Mandiri, perusahaan yang bergerak di sektor konstruksi dan interior, menghadapi tantangan dalam pengelolaan laporan administrasi sejalan dengan pertumbuhan jumlah proyek. Data internal menunjukkan bahwa sekitar 40% waktu kerja staf administrasi dihabiskan untuk menangani laporan, menandakan perlunya perbaikan dalam sistem manajemen. Pengelolaan yang baik adalah sebuah proses yang bertujuan untuk mencapai hasil yang spesifik. Oleh karenanya, perusahaan harus meyakinkan klien untuk tidak melakukan perubahan pada desain dan biaya setelah pengajuan, dengan strategi proaktif yang melibatkan mereka dalam proses desain. Selama periode magang, penulis ikut serta dalam aktivitas administrasi dan menemukan bahwa dengan adanya sistem yang terorganisir, tingkat akurasi dan efisiensi dalam pengambilan keputusan dapat ditingkatkan. Komunikasi yang baik di antara anggota tim juga terbukti sangat penting untuk kelancaran proses administrasi. Pengalaman magang ini memberikan pemahaman yang berharga tentang pengendalian manajemen yang efektif guna mendukung operasional perusahaan.

**Kata Kunci:** MBKM, Keterampilan, Pengelolaan Administrasi, Komunikasi Efektif

## **A. INTRODUCTION**

### **a. Background**

The Merdeka Learning Campus Merdeka (MBKM) program is one of the policies issued by the Ministry of Education, Culture, Research and Technology (Kemendikbud). Jendral Soedirman University (Unsoed) supports the MBKM program from the Ministry of Education and Culture by providing opportunities for students to participate in MBKM programs that are available. In the context of implementing MBKM at Unsoed, students are given the flexibility to choose programs that suit their needs, aiming to improve the skills and capacities needed when entering the workforce in the future. This MBKM internship activity is a form of training activity that is faced directly with work practices as an application of educational abilities obtained by students from lectures. In addition, students can also gain knowledge, experience and insight in the field about the world of work. The management of administrative reports is an important aspect of business operations for companies, including those engaged in construction and interiors such as CV Aji Jaya Mandiri. Administrative reports include various documents needed to support decision making, monitor performance, and ensure compliance with applicable regulations. Based on internal company data, CV Aji Jaya Mandiri has experienced significant growth in recent years due to an increase in the number of projects and clients. This meant an increase in the number of administrative reports that needed to be

managed. However, this growth poses several challenges to the report management process, such as delays in report submission, data errors, and lack of an integrated system to process the information. According to a survey conducted among administrative employees, about 40% of their work time is spent processing and checking reporting data. This shows that there is an urgent need to analyze and improve the administrative report management process in the company.

### **b. Purpose of Internship**

1. Can improve the soft skills and hard skills possessed by the author during the Merdeka Learning Campus Merdeka (MBKM) internship.
2. Add insight and work experience related to marketing strategies as a provision in the industrial world.
3. Implement the knowledge gained during lectures related to administration in the work environment.
4. Train self-confidence, to build communication with other people, of course, requires self-confidence. This is an additional capital for the author when entering the professional world of work.
5. To increase experience in the world of work

## **B. IMPLEMENTATION AND METHODS**

Internship is one of the activities that aims to improve our abilities both soft skills and hard skills where the company gives us work experience with a predetermined time. The purpose of holding an internship is not only to improve soft skills and hard skills but internships have a purpose where we can find out the picture of the world of work that we will later encounter. The internship starts from August 12, 2024 to November 30, 2024 with 6 working days starting at 08.00 and ending at 17.00 WIB.

Table 1. Internship Operating Hours

<b>Working Days</b>	<b>Working Hours</b>	<b>Break Time</b>
Monday - Saturday	08.00 – 17.00	12.00 – 13.00

The description of activities during the Merdeka Learning Campus Merdeka (MBKM) internship at CV Aji Jaya Mandiri is as follows:

1. The Merdeka Learning Campus Merdeka (MBKM) internship activity begins with an introduction to the work environment at CV Aji Jaya Mandiri and learning the steps in making offers for customers.
2. Assigned to make SPK (Work Order) after PO (Purchase Order) has been issued.
3. Assigned to make QC (Quality Control) forms to check the accuracy of the goods to be sent.
4. Ensure all details of the goods are recorded correctly and create a road letter for the delivery of goods.
5. Ensure all cost information and

payment terms are recorded correctly and in accordance with the client's PO, assigned to create sales invoices for clients and issue receipts for paid transactions.

6. Participate and assist in the preparation of giro in disbursement of expenditure.
7. Learned the steps in the tax invoicing process, including the structure and data required and recognized the various types of information required in tax invoices.
8. Participate in helping to record petty cash receipts and assist the administration team in employee payroll.
9. Assigned to create tax invoices.
10. Coordinated with the team to procure goods for production.
11. Assigned for documentation when every raise goods for shipment.

## **C. RESULTS AND DISCUSSION**

### **a. Field of Study**

Management is a process that provides supervision to all matters involved in the implementation of policies and the achievement of goals. In general, management is an activity to change something so that it becomes good and has high values from the beginning. Management can also be interpreted as doing something to make it more suitable and suitable for needs so that it is more useful.

Nugroho (2003: 119) states that management is a term used in management science. Ethomologically, the term management comes from the word *kelola* (to manage) and usually

refers to the process of taking care of or handling something to achieve certain goals. So management is a management science that deals with the process of taking care of and handling something to realize certain goals to be achieved. Understanding Administration is basically an activity or form of business that has a strong relationship with many policy arrangements, one of which is to realize the targets of a company. The existence of good administration can be one way to create a good and easier work system, both informal and non-formal. In addition, administration also makes it easier for work related to data management. Administration has proven to be able to create an appropriate and easier management system.

The process of managing administrative reports at CV Aji Jaya Mandiri Company includes a series of steps starting from offering to receiving payments. The following is an analysis of each major step in the process:

1. Price quotation letter

A price quotation letter is an editable document containing the prices of all goods sold or services offered. This document is usually edited and sent to potential clients according to the request for specific goods or services.

2. PO (Purchase Order)

PO is an official statement issued by the buyer to the seller in which the statement is completed with all the terms and conditions of the transaction to be carried out.

3. SPK (Work Order)

SPK is a document that contains information related to giving instructions / orders to certain parties. After the PO is

received, the next process is the preparation/creation of the SPK. The provision of terms and conditions of work, the efficient process of signing and returning the SPK, and the conformity between the SPK and the previous document.

4. Quality Control (QC) Form

QC is the process of checking a product carried out by a company to ensure and maintain the quality of its products. the use of QC Forms to ensure that all aspects of the project meet the established standards, to record the results of quality checks, the process of verifying QC results and follow-up if discrepancies are found.

5. SPB (Goods Request Letter)

SPB is a supply request letter made by the user of goods to the assistant goods manager through the goods manager to remove / distribute goods from the warehouse / goods storage area. Make SPB for the purchase of materials needed so that project implementation can begin immediately. Clarity of duties and responsibilities in the SPB, SPB distribution process to the purchasing party for procurement of goods.

6. Road Letter

A road letter is a proof of delivery of goods to be handed over to the customer after matching the duplicate slips. Making a road letter for shipping goods. The accuracy of the information in the road letter, including the number and type of goods, the process of verifying the goods sent in accordance with

the road letter, and the management of the road letter archive.

7. Sales Invoice

Sales Invoice is a document that shows the amount entitled to be billed to the customer which shows quantity, price and billing information. After the work is completed, the next step is to create a Sales Invoice for the client.

8. Receipt

A receipt is a proof sent by the company regarding the acceptance of the goods/services provided. Usually, this letter will be given along with the product in an expedition service. The receipt will be given as a sign that the product has been delivered.

After the generation of sales invoices, receipts are then issued for the receipt of payments by the company. Accurate and timely recording of payment receipts, management of receipts for financial documentation, and speed in processing and issuing receipts to clients.

9. Tax Invoice

Tax Invoice is evidence of tax collection made by taxable entrepreneurs who deliver Taxable Services (JKP) and Taxable Goods (BKP) (Mardiasmo 2018: 338-339). Making Tax Invoices through the Electronic Tax Invoice (e-Faktur) application.

E-Faktur is a tax invoice made through an application or electronic system determined / provided by the Directorate

General of Taxes (Sakti and Hidayat, 2015: 123).

b. Analysis and Evaluation

According to Komaruddin (2001: 53), the definition of analysis is a thinking activity to decompose a whole into components so that it can recognize the signs of the components, their relationship with each other and their respective functions in an integrated whole.

it can be concluded that analysis is a thinking activity to describe or solve a problem from a unit to the smallest unit.

1. Currently the company does not have a queuing or ordering system, so all requests must follow a predetermined planning sequence. The absence of this system can lead to customer confusion and dissatisfaction. The company should set a minimum standard for ordering inventory to ensure the efficiency of the production process and resource management. With this standard in place, each job is better organized, allowing the production team to optimally plan their work capacity and minimize the risk of delays. A system that requires each order to be planned in advance. Through careful planning, the company will be able to improve operational efficiency and ensure that all customers get the appropriate service at the agreed time.
2. An imbalance between income and expenses can pose a serious problem for the continuity of a business. The main cause is the long payment period, which



tends to be between one to two months after the work is completed. In this situation, the administration team plays a very important role, they must be vigorous in collecting sales invoices so that the process of turning over funds for production can run well. In this way, cash flow management can be improved, and the company can maintain financial stability to support daily operational activities.

#### **D. COVER**

##### **a. Conclusion**

Aiming to analyze and understand the administrative management process at the CV Aji Jaya Mandiri company. During the internship, the author observed and actively participated in various administrative activities in the company. Based on the results of the analysis, several important points can be concluded, namely on the effectiveness of the administrative process, the administrative management process at CV Aji Jaya Mandiri runs quite well. By using a structured system to collect, process, and display administrative data, the company can maintain accuracy and speed in decision making. The importance of communication is that effective communication between team members plays a very important role in the smooth running of the administrative process. Weekly briefing sessions are an important way to communicate information, provide feedback, and discuss issues that arise. This shows that good communication can improve team collaboration and productivity. Overall, the author's internship experience at this

company provided valuable insights into the importance of effective management control in supporting the company's operations.

##### **b. Suggestions**

There are several things that need to be improved and enhanced regarding the preparation process, including the following:

1. Employees may not fully understand the SOP (Standard Operating Procedure) applied, especially if there is no sufficient training or socialization. This may result in errors in the application of procedures. If there is not enough allocation, this process can be hindered and not take place properly. A suggestion is to design and implement standard operating procedures (SOPs) for each step in the management of administrative reports. These SOPs should clearly outline the steps and time limits for each process.
2. Conduct regular evaluations of administrative report management, including gathering feedback from employees to identify areas for improvement.



#### **D. BIBLIOGRAPHY**

- Anggara, F. (2022, May 18). Penawaran Harga: Pengertian, Jenis, Komponen, dan Contohnya. From [bee.id: https://www.bee.id/blog/penawaran-harga-pengertian-jenis-komponen-dan-contohnya/](https://www.bee.id/blog/penawaran-harga-pengertian-jenis-komponen-dan-contohnya/)
- Anzeli Maria, I. E. (2018). Analisis Penerapan E-Faktur dalam prosedur dan pembuatan faktur pajak daln pelaporan SPT Masa PPN Pada CV Wastu Citra Pratama. From <https://ejournal.unsrat.ac.id/v3/index.php/gc/article/view/20308/19913>
- Kabupaten/kota, S. P. (2009). Pengelolaan. Riau: UIN Suska Riau. From [https://repository.uin-suska.ac.id/12497/7/7.%20BAB%20II\\_2018160ADN.pdf](https://repository.uin-suska.ac.id/12497/7/7.%20BAB%20II_2018160ADN.pdf)
- Kamal. (2021). Pengertian Administrasi. From [Pengertian - Administrasi: https://www.gamedia.com/literasi/pengertian-administrasi/?srsltid=AfmBOoqpMYZkZIOUKNhUxbr-Wpe3JFbbsAO46YGSQUKNunINVwowPrv9](https://www.gamedia.com/literasi/pengertian-administrasi/?srsltid=AfmBOoqpMYZkZIOUKNhUxbr-Wpe3JFbbsAO46YGSQUKNunINVwowPrv9)
- Yuni Septiani, E. A. (2020). Analisis kualitas layanan sistem informasi akademik Universitas Abdurrah terhadap kepuasan pengguna menggunakan metode sevqual. Pekanbaru: semanticsholar. From <https://pdfs.semanticscholar.org/1f71/c0cf6640112c4e59968c0d4eff6f45f782a5.pdf>