



## **EFFECTIVENESS OF DATA INPUT IN THE FINANCE DEPARTMENT OF PT INCA BOGA CIPTA SEJAHTERA**

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### **ABSTRACT**

The MBKM internship program was conducted for four months, from July 17, 2024, to November 8, 2024, at PT Indocater and PT Inca Boga Cipta Sejahtera. The internship aimed to provide real work experience and apply theoretical knowledge from university studies, particularly in finance, HR, and legal departments. The methods used included on-the-job training, observation, and team collaboration. Students rotated through various divisions, such as finance, HR, and legal, and received training on company applications, including ICSAPPS, Majoo, and HRIS. Additionally, students participated in tasks such as budget management, financial reporting, employee document archiving, and legal data management. The internship results included enhanced technical skills, such as operating business applications, preparing financial reports, and conducting data analysis. Moreover, students gained insights into business processes, inter-departmental workflows, and the importance of teamwork in achieving organizational goals. This internship provided comprehensive experience and valuable preparation for future professional careers.

**Keywords:** Financial reporting, Company applications, Operational Budget

### **ABSTRAK**

Program magang MBKM ini dilaksanakan selama empat bulan, mulai 17 Juli 2024 hingga 8 November 2024, di PT Inca Boga Cipta Sejahtera. Kegiatan magang bertujuan untuk memberikan pengalaman kerja nyata serta mengimplementasikan teori yang telah dipelajari selama perkuliahan, khususnya dalam bidang keuangan, HR, dan legal. Metode yang digunakan adalah on-the-job training, observasi, dan kolaborasi tim. Mahasiswa menjalani rotasi tugas di berbagai divisi, seperti keuangan, HR, dan legal, serta mendapatkan pelatihan penggunaan aplikasi perusahaan, termasuk ICSAPPS, Majoo, dan HRIS. Selain itu, mahasiswa terlibat langsung dalam pengelolaan anggaran, pembuatan laporan keuangan, pengarsipan dokumen karyawan, hingga pengelolaan data legal. Hasil dari magang ini adalah peningkatan keterampilan teknis, seperti kemampuan mengoperasikan aplikasi bisnis, menyusun laporan keuangan, dan melakukan analisis data. Selain itu, mahasiswa memperoleh wawasan tentang proses bisnis perusahaan, alur kerja lintas departemen, serta pentingnya kerja sama tim dalam mencapai tujuan organisasi. Pengalaman ini memberikan bekal yang komprehensif bagi mahasiswa untuk menghadapi dunia kerja yang sesungguhnya.

**Kata Kunci:** Pelaporan keuangan, Aplikasi perusahaan, Anggaran Operasional



## **A. INTRODUCTION**

The Independent Learning Independent Campus Internship Program (MBKM) provides opportunities for students to gain direct work experience. Universitas Jenderal Soedirman (Unsoed) also supports this program by providing access to students to be involved in various industrial sectors. PT Inca Boga Cipta Sejahtera is a company engaged in food services, serving the consumption needs of the general public, industry, hajj dormitories, and health facilities. In its operations, this company has complex budget management needs, especially in the input and implementation of financial data. With this background, internship activities at PT Inca Boga Cipta Sejahtera are an opportunity for students to practice economic and management knowledge in real life, especially in the field of operational budget management.

Students face challenges in connecting the theories obtained in lectures with the practice of the world of work. In addition, many companies face obstacles in the ineffective financial data input process, such as input errors, delays in reporting, and lack of system integration. Especially at PT Inca Boga Cipta Sejahtera, the management of operational budget data requires increased efficiency in order to support timely and

accurate decision-making. In addition, students often have difficulty understanding workflows, the use of financial systems, and the application of accounting standards in companies.

To overcome this problem, interns will be directly involved in the process of inputting financial data with assistance from the company's finance team. Students will learn the use of the financial system used by the company, including transaction input, budget report making, and periodic data audits. In addition, students will take part in internal training that includes an introduction to financial systems, work ethics, and time management. These steps are expected to improve students' skills in applying accounting theory and financial management in the world of work.

Companies can also provide space for students to participate in process improvements, such as providing advice on data input efficiency and report automation. Student participation in team discussions, evaluation of work results, and preparation of the final internship report will be a form of active collaboration between students and the company. As a result of this program, students are expected to produce an internship report that contains an analysis of the financial data input process, identification of obstacles, and



recommendations for system improvement. In addition, students will gain practical experience that can improve their work skills, professionalism, and readiness to face the world of work after graduation.

## **B. IMPLEMENTATION AND METHODS**

The implementation of the MBKM internship lasts for four months or 16 weeks, starting from July 17, 2024 to November 8, 2024. This internship program is carried out in accordance with the procedures that have been set by PT Inca Boga Cipta Sejahtera. The internship is held for five working days every week, from Monday to Friday, from 09.00 WIB to 16.00 WIB. In addition, every Friday at the end of the month, students take part in *the Tool Box Meeting* which takes place from 10.00 to 10.30 WIB. During the internship period, students undergo rotations of duties in various divisions, including finance, HR, and legal. Students also have the opportunity to learn directly using various company applications, such as ICSAPPS and Majoo, as well as be involved in the process of managing budgets, making financial reports, and filing documents. This internship provides a broad and comprehensive experience because it includes various important activities such as House Bank data input,

PR (*Purchase Requisition*), PO (*Purchase Order*), DRR (*Daily Receiving Request*), sales report management, and inventory at *Terrace Café* which is part of PT Inca Boga Cipta Sejahtera. Students are also involved in processing candidate data, uploading employee documents through HRIS, and assisting HR in checking MCU results, vaccinations, and employee laboratory tests. In addition to the finance and HR divisions, in the 15th week students were also given an explanation about the duties and working mechanisms of the legal department, including the management of important documents such as Fee Management Agreements and Power of Attorney.

The method of activities applied during this internship is the *on-the-job training* method, which allows students to learn directly about the company's workflow. Students receive guidance from supervisors in each division to ensure a deep understanding of the assigned tasks. In addition to work practice, students also participated in internal training such as the introduction of the company's financial system through ICSAPPS, training on the use of the Majoo digital cashier application, and training on the use of HRIS for employee data management. Another method applied is active participation in various evaluation activities, such as cross-checking sales



report data, checking operational budget accountability memos, and *inventory* of goods. Students are also involved in the preparation of monthly operational budget accountability reports (LPJ), which train analytical skills and accuracy in data recording. In addition to the hands-on practice method, students also undergo an observation method by participating in *the Tool Box Meeting* to understand aspects of security, safety, and work efficiency. The internship also utilizes collaborative methods through cross-departmental teamwork, such as when assisting *HR with MCU* results and vaccinations or when assisting legal departments in filing documents.

### **C. RESULTS AND DISCUSSION**

The MBKM internship program at PT Indocater and PT Inca Boga Cipta Sejahtera provides real work experience for fifth-semester students, which aims to bridge the gap between academic theory and practice in the world of work. One of the main problems that students often face is the lack of understanding in applying the theories that have been learned in lectures to real work situations. For example, in the Report Writing Engineering course, students only learn theoretically about the systematics of reports without actually experiencing the process of preparing reports used in the company environment.

Through this internship, students not only learn to prepare internship reports, but also financial reports, sales reports, and operational budget accountability reports, all of which require accuracy and a good understanding of the recording system.

In addition, students often face difficulties in understanding administrative and technical procedures related to the professional world. In this internship program, students have the opportunity to handle various important documents such as employment certificates, employee CVs, *invoices*, purchase notes, and tax reports. The implementation of the internship also helps students understand banking and management accounting through the preparation of financial statements as well as the analysis of profit and loss statements, balance sheets, and company financial ratios. That way, this experience provides a solution to the limitations of practical understanding that are often an obstacle for students to enter the world of work after graduation.

This internship program also plays a role in addressing the lack of managerial and professional skills of students. In Corporate Budget Practice, students are taught how to manage the monthly budget and make requests for the procurement of pre-order goods in accordance with the set budget. Students also learn about the analysis of financial statements and



understand the applicable tax regulations, such as the calculation of sales tax of 11% for products at Terrace Café. All of these experiences enrich students' insights into corporate financial systems and help them improve their analytical and decision-making skills, which are important competencies in the world of work.

The output of the implementation of the MBKM internship program can be seen in several main aspects, ranging from improving student skills, real contributions to the company, to work document results that can be used as a professional portfolio. One of the most obvious outcomes is the improvement of students' technical skills in the field of finance and corporate administration. By working on tasks such as preparing operational budget realization reports, inputting data into the ICSAPPS system, and analyzing financial statements, students become more competent in understanding the company's financial recording system. This skill is a very valuable provision for students when they enter the world of work after graduation.

In addition, the implementation of internships also produces real contributions to the companies where students intern. In financial administration activities, students help prepare daily, weekly, and annual reports that support the decision-making process by management. On the other hand, in the Civil

Law/Business Law course, students are also involved in the preparation of power of attorney related to waste management cooperation and the preparation of board of directors decisions related to the person in charge of food services in several company locations. This shows that students not only play the role of passive interns, but are also able to make useful contributions to the company's operations.

From the academic side, the implementation of the internship produces an internship report that describes in detail how the theory obtained in lectures can be applied in the world of work. The internship report prepared by students is concrete evidence of student learning outcomes and can be used as a professional portfolio. In addition, students also gain a deeper understanding of financial management, taxation, banking, and financial analysis concepts that are relevant to industry needs. With this experience, students become better prepared to compete in the world of work and have a better understanding of business processes in the company.

The success of the implementation of the MBKM internship program is greatly influenced by various driving and inhibiting factors. A key driving factor is the support of the internship company, which provides opportunities for students to be involved in a variety of



administrative and financial tasks directly. PT Inca Boga Cipta Sejahtera, for example, provides access to the ICSAPPS system that allows students to understand the process of inputting financial data and company administration. In addition, guidance from supervisors and operational managers also helps students understand work procedures and complete tasks well.

However, there are several inhibiting factors that can affect the effectiveness of this internship program. One of the main obstacles is the limited experience of students in dealing with practical problems in the workplace. Students often face difficulties in understanding data input systems or complex financial procedures, such as entering PR Warehouse, PR Purchase, and Purchase Order in the ICSAPPS system. Errors in this process can be fatal because the data that has been approved cannot be changed. Therefore, students must work with extra care and need time to adapt to the existing system.

Another factor that can hinder the implementation of internships is the lack of communication skills and self-management of students in the work environment. In the Unsoed Identity course, students are taught about the importance of life balance between work and personal life. However, in practice, many students still have difficulty in managing work pressure, especially in

facing deadlines or assignments that require high precision. In addition, students who are not used to the professional work environment also often have difficulty communicating with superiors or colleagues.

#### **D. CLOSING**

##### **Conclusion**

After carrying out the MBKM internship for one semester, starting from July 17, 2024 to November 6, 2024 at PT Inca Boga Cipta Sejahtera, students gained an in-depth understanding of the process of recording transactions and preparing financial statements. Students are given the opportunity to implement the theories that have been obtained during lectures, especially in the process of preparing the company's operational budget realization report which refers to the Regulation of the Minister of Finance of the Republic of Indonesia Number 76/PMK.05/2008 concerning Accounting and Financial Reporting Guidelines of the Public Service Agency. In practice, students follow all procedures for preparing reports, starting from confirming receipt of goods through goods receipt documents, collecting data in the form of purchase notes, receipts, and invoices, to data input through the ICSAPPS application. This process involves stages such as *PR Warehouse*, *PR*



*Purchase, Purchase Order, and Daily Receiving Record* which require approval from the Director of Operations and Head of Finance. In addition, students also succeeded in integrating knowledge from various related subjects, such as management accounting, taxation, and report writing techniques, thus showing the harmony between lecture theory and work practice in the industrial world.

### **Suggestion**

There are several things that need to be improved and evaluated related to the process of preparing the Operational Budget Accountability Report at PT Inca Boga Cipta Sejahtera, including the following:

1. Every preparation of the operational budget accountability report needs to be improved, so that it does not take too long in the preparation so as not to hinder the financial ratio process.
2. There is a need for additional staff as Administrators at PT Inca Boga Cipta Sejahtera, considering that the Operational Manager of PT ICS often travels on official trips out of town or in other branches for an unspecified time.

### **E. REDERENCES**

Regulation of the Minister of Health (PERMENKES) of the Republic of Indonesia Number 1096/Menkes/Per/Vi/2011 concerning Jasaboga Sanitation Hygiene.

Regulation of the Minister of Finance (PMK) Number 62 of 2023 concerning Budget Planning, Budget Implementation, and Accounting and Financial Reporting.

Regulation of the Minister of Finance (PMK) Number 76/PMK.05/2008 concerning Guidelines for Accounting and Financial Reporting of Public Service Agencies.