ASSISTANCE IN INVOICE DATA COLLECTION PT. GAPURA ANGKASA FOR THE EFFICIENCY OF FINANCIAL MANAGEMENT

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Abstract

Procurement of goods must have a good financial system to support all activities carried out by the company. The developed financial system must also have controls aimed at managing incoming goods, used goods, stock, transaction processing results, and transaction results reports. The purpose of this service activity is to assist in collecting invoice data in support of the efficiency of the financial management system used at PT. Gapura Angkasa. So it is necessary to use a web-based information system so that the transactions carried out can be well organized and clear. PT. Gapura Angkasa Denpasar Branch in collaboration with PT. Garuda Indonesia and PT. Angkasa Pura which is engaged in the field of ground handling services and other business activities that support the aviation business at airports. At first the procurement of goods in and out at PT. Gapura Angkasa is still manual, so a web-based information system is needed that can simplify and speed up service. This system can only be accessed by employees or officers at PT. Gapura Angkasa. To design this procurement system, structural design is used, namely by using an Enttity Relationship Diagram (ERD), making Data Flow Diagrams (DFD), making billing and recording transactions using Data Invoices EXCEL, and MySQL as data storage databases.

Keywords: Assistance, Finance, Information Systems, Transactions

INTRODUCTION

This Invoice Data Collection Assistance is carried out in the field of Finance at PT Gapura Angkasa. This assistance aims to increase knowledge as well as to provide an overview and also work experience for students when they will later enter the world of work, especially in the financial sector. Invoice data collection at PT Gapura Angkasa uses an email information system and the Excel application to send soft copies of invoices via email and to the Excel application for billing data entry in the form of invoices. Using this system can facilitate and speed up the existing invoice data collection process so that it can streamline the management process Financial System.

PT. Gapura Angkasa is one of the Ground Handling companies founded by three state-owned companies namely PT. Garuda Indonesia, PT. Angkasa Pura I, PT. Angkasa Pura II, whose 100% shares are owned by the government, only the status is not BUMN. At first PT.

Garuda Indonesia as an airline carries out ground handling activities for the company's own needs, bearing in mind the need for professional service and demands for optimal work results without neglecting the elements of safety, reliability, punctuality and customer satisfaction. then PT. Garuda Indonesia is considering handing over the ground handling implementation activities for all of its aircraft and can concentrate on aircraft operations only. This is where PT Gapura Angkasa was founded.

PT Angkasa Pura I and PT Angkasa Pura II (as authorities in almost all Indonesian airports). On January 26, 1998 and concurrent with the 49th anniversary of PT Garuda Indonesia, the commissioners of the three state companies decided to establish PT Gapura Angkasa as a land service company serving domestic and international flights at airports. PT Gapura Angkasa continuously learns from experience and maintains the quality of service to customers. The responsibility and obligation of PT Gapura Angkasa to be a complement and to cooperate in serving flight operations in Indonesia and to provide skills and service accuracy that can only be achieved by developing a management system, equipment that is suitable for use and has high motivation is the key to the company's journey.

The establishment of PT Gapura Angkasa is expected to be able to create strong synergies to achieve healthy company performance, professionalism which will ultimately be able to develop the company's mission to become the best ground handling company in Asia. PT Gapura Angkasa began to be known internationally through the IATA (International Air Transport Association) meeting in Kuala Lumpur in April 1998 and PT Gapura Angkasa began to be known especially for International Airlines and Ground Handling companies.

IMPLEMENTATION METHOD

Invoice Data Collection at PT. Gapura Angkasa. aims to understand the phenomena experienced by research subjects. For example, behavior, perception, motivation, action, etc. In this observation the object used is to carry out field work practices at PT. Gapura Angkasa. In collecting data by means of observation, interviews and documentation it is processed using quantitative data processing techniques which indicate that the activities in qualitative data analysis are carried out interactively and continuously in full so that the data is saturated (Miles & Hubermen 2014). Data saturation in question is not obtaining new data or information. The method of implementing community service activities in the context of Field Work Practices at PT. Gapura Angkasa consists of the following implementation stages:

1. Observation and Interview

Introduction and technical work in the Finance unit. The IS office operates from 08.00 to 17.00 every Monday - Friday. In the Finance unit there are two sections, namely the Accounting section and the Treasury & Budgeting section. Each section has different tasks but of course they are still related. In the Accounting section, it carries out the work of verifying bills, making these bills cash disbursement or receipt vouchers, registering vouchers to excel data. Meanwhile, the Treasury & Budgeting section carries out the work of making invoices according to the summary obtained from squeezing, making the invoices SPF, filling invoices and giving them to each section, namely the tax & accounting section, scanning invoices and SPF, recording invoices to the register manually and to excel data, file invoices & SPF,

2. Invoice Data Collection

    Collection of billing data in the form of invoices that are collected and then sorted to facilitate the input process.

3. Compilation Assistance

    Assistance in preparing invoice data entry and scanning invoices into the Excel application

4. Document Archiving

    Collect and record invoices from small to large numbers based on the serial number of the invoice.

5. Monitoring and Evaluation

    Make sure and check back so that it comes right and accurate.

RESULTS AND DISCUSSION

The information system is an important factor in an agency, especially public service agencies that have a high level of routine and managed data management. Information systems are used to collect, process, and provide information. Data and information obtained by an agency is constantly increasing, so it is not easy to process manually. Therefore, a computer-based information system is needed for every government agency in order to facilitate the data management process properly.

In the internal service office, in the registration of invoices in the financial section, it is the process of recording incoming invoices for processing of bill disbursements. There are 2 types of bills at PT. Gapura Denpasar Branch, namely external and internal, for internal bills, all bills are for meeting the needs of the company, for example water, electricity and others. Internal billing is usually the finance department can be from the general affairs party while external bills come from several vendors, which will later be given to the finance department such as natural resource bills or employee salaries.

Where in the registration still requires the preparation of complete and systematic data that is still done manually. Some of the problems encountered in the registration process for financial invoices still require a long data search process. With invoice data collection assistance at PT Gapura Angkasa using the excel application can streamline the management process in the financial sector.

The description of the activities carried out while running the 2-month street vendors at PT Gapura Angkasa in the Accounting and Treasury & Budgeting sections are like the following picture.
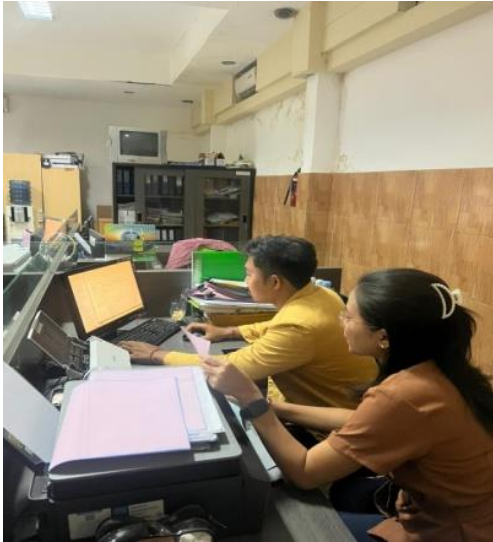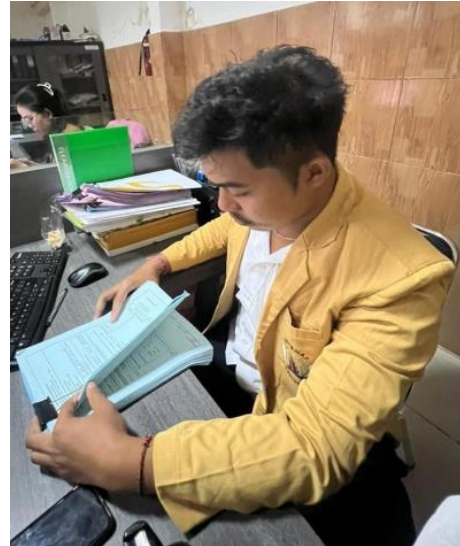
Figure 1. Observations and interviews

Figure 2. Collection of invoice data

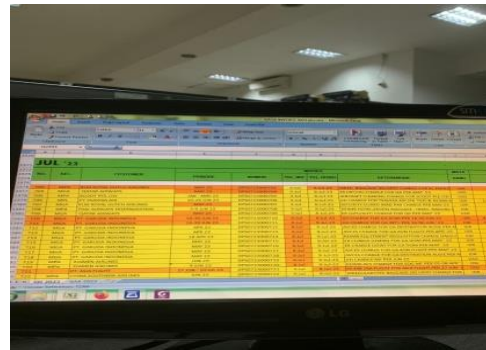**Figure 3. Assistance in preparing reports**
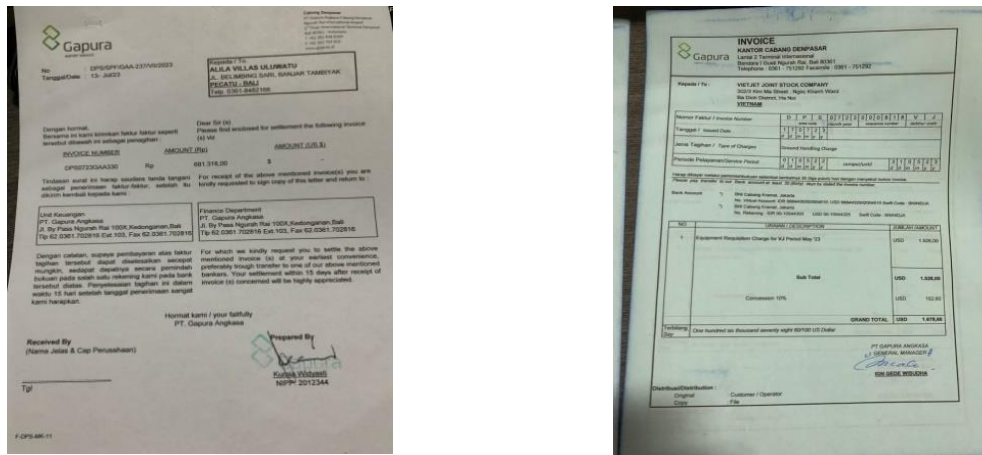

Figure 4. Archiving Documents

Figure 5. Monitoring dan Evaluation

CONCLUSION

Based on the results of the analysis and discussion, the conclusion that the researcher can summarize is related to invoice data collection for the efficiency of PT. Gapura Angkasa Information systems are an important factor in an agency, especially public service agencies that have a high level of routine and managed data management. Information systems are used to collect, process, and provide information. Data and information obtained by an agency is constantly increasing, so it is not easy to process manually. Therefore, it is very necessary to have a computer-based information system for every government agency in order to facilitate the data management process properly. With the increasing need for this information system, a good system is needed to make it easier for financial employees to find data related to the billing registration process and also can avoid the risk of losing proof of billing and so that later the registration process can be opened in one web-based information system. With Invoice Data Collection Assistance in the Excell Application, this might be a solution by designing an information system design for the billing registration process at PT. Gapura Angkasa.

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