



Financial Administration System in Document Management and Transaction Data at PT Dimensi Citra Semesta

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Abstract: This study aim For describe How management finance done For recording and information sales at PT Dimensi Citra Semesta . The method used is with observe in a way carefully, with example studies that include observation direct, collection documents, and help moment internship. This study show that use system management finance based computer help speed up recording, making it easier recording, and reducing risk error information. Although however, still There is room For repair in matter How system the Work The same with other things and how much appropriate performance employee in manage finance.

Keywords: Financial Administration, Document Management, Transaction Data

Introduction

Ability manage finance with Good is key success and ethics business. Ideas new Mahmoud about management finance (2019) shows that matter That No only about money coming in and going out ; but it also means record, organize, check, and give know other people about activity business with careful. All activity business must supported by reliable records, which helps manager make the right choice. In a changing business world with fast moment this, management solid finances to be more important from previously For produce report accurate and clear finances as well as handle tax with appropriate time. Companies without system management strong finances can make error in notes they, misplaced document important, and have inconsistency in report finance they. This is can cause disappearance trust from colleague business and organizations government .

In fact, handling document finance often challenge Because poor coordination, the need for workers functioning in a way independent, and success that depends on skills individual. Even error small, like error typing, misfiling documents, differences between digital and hard copy documents, or delay submission, can bother reporting finance company. Based on idea internal control (COSO, 2013), problems in track and document can

make things difficult reporting finance and improve possibility mistakes by those responsible answer. Therefore that, has method For inspect documents, comparing information, agree transactions, and determine task very important For ensure that all information transaction in accordance with proof supporters .

Currently, the company has fully change method they handle problem finance Because technology new. Switch from paper to computers and using programs such as Microsoft Excel, online servers, and devices soft tax like Coretax make remote data entry more fast, improve accuracy , and make it easier reporting. As Laudon & Laudon (2020) stated, using digital methods for handle task business truly can increase productivity and reduce mistakes made by humans, but only If the rules clear and workers trained with good. PT Dimensi Citra Semesta has start use digital tools for handle notes they, track transactions, counting taxes, and make report finance monthly. However, switching from do things manually to use computer That difficult, because check data with careful For ensure information computer in accordance with copy paper the original Still need high precision and skill.

In addition, the work like do checking stock monthly clear show how closely management finance related with task business others, such as movement products and management sales. Concept management stock, as explained by Heizer & Render (2019), emphasizes that checking stock current to the data is key for companies that want to ensure reliable stock details. If any difference numbers, this Can means There is problem with recording transaction, error in data entry, or organizing messy documents. The company can find and fix difference between notes finance and stock actual, improve work processes they For ensure that information stock and reports finance still consistent and accurate .

So, having good system For handle problem finance is not matter trivial; this very important For direct company going to good performance. Maintain transaction notes and details still organized, consistent, and managed on the computer help company such as PT Dimensi Citra Semesta guard reliability information they, make sure accountability employees, and show that all action company can checked by people inside and outside business. Therefore, it is very important For see How system finance Actually used, how to transaction notes and details handled, and how the ideas of the leaders, rules accounting and planning main company make management his finances become more Good.

Research Method

This study use method perspective that involves observation deep into one example, aim For understand fully How rule real money management implemented at PT Dimensi Citra Semesta. The perspective This chosen Because studies This focus on what is being done organization, how they do it step by step, and how real they handle documents and facts about problem financial information collected with observe direct work money management, recording details of document about transaction finance and work hard researchers as participant internship at the Department Finance of PT Dimensi Citra Semesta, from August to December 2025.

See all something in a way descriptive, as stated Moleong in 2019, provided descriptive information shown through written words or spoken which originates from from What is studied. Participate in work daily give description complete about How company operate system management finances. The information collected seen in a way descriptive with explain every different parts in handle documents and financial details, including get documents, record them, check them, match them, and store them with safe. The purpose of observation This is For see how much Good system management finance work and find problem as well as opportunity For fix it.

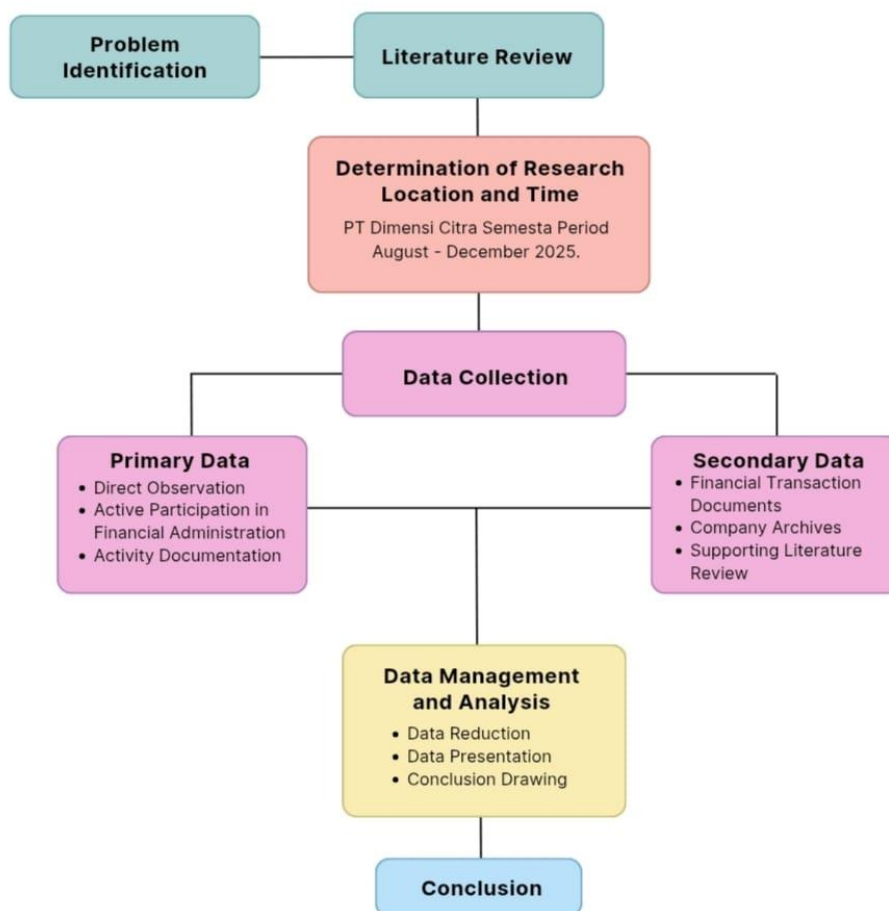


Figure 1. How much Good system management finance work

Result and Discussion

Research result show that PT Dimensi Citra Semesta has build good system For track finance company. System This covers all matter start from collection documentation transactions and input information finance until storage and distribution information mentioned. Clear process flow and division of task in system administration help make things easier administration and record keeping transactions. So, it's clear that management

finance more from just track money. It also works as method For ensure that information finance company accurate and clear. If you pay attention more close, you can see that management finance use good combination between procedure physical and based computer. First, they inspect notes transaction including invoice sales, orders purchase, delivery note, and documents related other For ensure completeness and accuracy. After the inspection this information about transaction entered to in system computer to be able to recorded and managed with more easy.

Table 1. Research This show that integration measurement physical and digital enhancement control, and potentially reduce possibility error recording and inconsistencies in financial data.

No	Aspects Analyzed	Implementation Results	Relatedness with Discussion
1.	Administration Finance	Procedure operation standard operating procedures (SOPs) are built to in system administration finance For covers recording, checking and storage notes finance.	This matter show how importance management finance For make business responsible responsible and transparent.
2.	Document Control Transaction	Based on transactions and terms time. Digital and non- digital documents are regulated in a way systematic.	This matter support idea management document important For maintaining financial data still controlled.
3.	Digitalization Administration Finance	Coretax and Microsoft Excel are tools used For track transactions and taxes.	Make digitalization as more parts big in make management finance more accurate and efficient.
4.	Data Input Process	Finished inspect document physique For ensure data consistency, transaction data entry done.	Demonstrate how the idea of prudence is used in keeping financial records.
5.	Data Verification and Reconciliation	Digital data and documentation accompanying transactions often compared to One each other.	This matter in accordance with discussion about internal control and how much reliable reporting finance.
6.	System Archiving	digital and non- digital both are stored in one place different But operate together For back up data.	Emphasize how importance archiving For improve internal audit and control.
7.	Administration Taxation	Very easy For combine recording transaction daily with VAT and tax management income.	Very again , the importance administration tax for economy emphasized.
8.	Inter-Division Coordination	Finance division coordinate with warehouse and administration sale in completeness document.	Show that administration finance functioning as center operational data integration.
9.	Impact on Administrative Performance	Financial data management become more orderly, accurate, and easy traced.	Support discussion that system administration finance contribute to effectiveness Work company.

This study shows Microsoft Excel as the main program used For process information related financial. Transaction details entered with careful and orderly, helpful sort, understand, and display financial data with more good. Use mathematics and action automatic in Excel helps make calculation more accurate and speeds up the work process.

The use of Excel shows how useful and flexible System Information Accounting, especially for companies that need adapt with fast to fit with method they handling financial data every day. In addition, the study This clarify that method company keep everything in order still under control covers financial data checking and correction difference in a way periodic.

Checking involving matching data stored on a computer with copy document transactions and repairs aim For ensure notes finance and documents transaction appropriate. This process make it easier For detect possible errors happen in recording with fast. The fact that the data is checked and corrected in talks show that internal checks always done For keep financial data still can trusted and accurate. Research result show how importance manage document finance with good. Document finance saved in a way physical and online, sorted based on type activities and time the incident. System This make it easier search document moment needed For inspection, review company, or share with party other.

Presentation the with clear show that good record keeping show how importance in a way financial For help business endure with ensure data is available, easy accessible, and accurate. From the corner view taxation, results study show that handle obligation tax now become normal things in method company manage finance. Every action business that influences tax noted with careful, such as How bill taxes and evidence payment tax handled. Device soft tax like Coretax help guard data accuracy and following rule tax. Discussion This show with clear that handling neat taxes is part important from overall arrangement management finance.

Study this also shows connection very good work Good between part finance and work area others, such as place storage goods and methods handling sales. For continue transaction finance , documents and details of the work area the very is required. This shows that money handling is point main For gather all work details business. Discussion This highlight that Work The same between team is key For guard smoothness work and prevent obstacle or error moment take notes transactions. In addition to the method his work, research it also states that method handling money also makes place Work become more better and better effective. Steps simple and easy to use tool computer help speed up recording and submission of financial details. Organized financial details with Good allows superior For monitor and check performance business. Discussion This clarify that management finance very important For help superior make decision based on accurate information.

If we think about it from corner view learning, findings study show existence connection between method business manage finance and ideas about learning management finance, system information finance, and internal control. Procedures management new This using ideas like very good record keeping accurate, very detailed recording, careful data checking, and use technology computer. Review This show with clear that the ideas behind management finance very important For truly manage finance company and can functioning with Good in situation real. In addition, the study This show that method company manage his finances help increase quality report finances. Key For make report good and able finances trusted is have data collected with correct and recorded

with careful.

Report more finances Good help company become more honest and responsible answer to all parties involved, both inside both inside and outside company. Discussion show that how much Good report finance depends directly on how much Good system money management is used. In short, the results and review show that system money management at PT Dimensi Citra Semesta has walk with Good in a way effective, organized, and integrated. With use method work that has been set, using a computer program, has good internal control, and the departments that work same, money management becomes part key in help company performing more good and lasting longer. Findings This prove that better money management from just take notes transaction; this is also a support main For managing company money in a way responsible responsible and skilled.

Conclusion

After analyzing results and do deliberation, visible clear that framework management finances of PT Dimensi Citra Semesta organized in a way systematic and cohesive For make things easier handling information and notes monetary company. Framework This covers recording transactions, data validation and harmonization, storage notes and protocols management fiscal, all of which implemented in accordance with guidelines operations that have been set. Use digital solutions, especially Microsoft Excel and device soft related taxes, increase productivity, accuracy, and organization systematic tasks administration finance. These results emphasize that administration finance very important For guard integrity of monetary data, improving transparency, and ensure compliance to condition relevant laws.

In addition, the results study disclose harmony between method administration finance company with concepts base management finance, system information accounting, and mechanisms internal supervision. Synergy between different departments, practices comprehensive documentation, and implementation uniform internal controls is component important in create report finances that can trusted and relied upon. Therefore that, the framework Work administration finance functioning No only as tool For documenting transaction, but also as runway for choice strategic by management and as supporters sustainability term long company. This conclusion prove that implementation approach administration organized and methodical finances is runway from governance finance professional company.

Because this study uses a way of looking at things that describes qualities and focuses on just one thing being studied, it has some limits; so, future researchers should plan studies that use numbers or a mix of numbers and qualities to more fairly judge how putting in place a financial management system affects money results, how well people work, and how the company checks on itself, and also make the study bigger to include similar companies to get wider results that are more useful. In terms of what can be done in the real world, it's advised that PT Dimensi Citra Semesta improve how well the financial management system works with other systems, think about using more complete accounting software, and often teach financial staff to make them better and more accurate at handling data. Also, regular

checks of how things are usually done, ways to prove things are correct, and how well data matches up must be done all the time to keep financial reports believable, help with management decisions, and make sure that good company financial management lasts for a long time.

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