

ADMINISTRATIVE PROCEDURES FOR MANAGEMENT AND SECURITY OF INVENTORY OF GOODS

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ABSTRACT

This study aims to describe the analysis of administrative procedures for managing and securing inventory in the finished goods warehouse at PT. Aidai Indonesia Jaya. The data studied is in the form of finished goods inventory management reports for PT. Aidai Indonesia Jaya. The data collection technique used is documentation technique. The data analysis technique used is a qualitative descriptive analysis technique.

The results of this research indicate that inventory management must be very careful regarding data and physical stock. Using a custom system that has been structured in accordance with company procedures. Checking physical stock of goods and matching item data is important to achieve the desired goals. Securing goods is also something that needs to be considered to avoid theft and disputes. The benefit of regular checking and checking of stock is to provide relevant data and the company's sales will be well controlled.

Keyword: *Administrative procedures, inventory of goods, security of goods*

A. INTRODUCTION

The public's need for electrical equipment is very necessary. In This electrical equipment is needed for housing construction projects, shopping center projects, offices, schools, factories, buildings and so on. Which makes the demand for electrical products very high. The rapid development of technology also dominates the high demand for electrical equipment for power sources. Electrical equipment business with various kinds of electrical equipment products that are practical and useful for its users. The opportunities for this business are very large. Because the prospects for this business will also grow rapidly according to the market and customer demand. Sales of electrical equipment also do not have an expiration date because the materials made will be reprocessed if there is damage. By collaborating with the shops that will be supplied goods from this factory. A salesperson who will travel on business in various cities and regions in Indonesia to offer products. In the process there is a series of procedural flows that have been created for expedite the company's performance so that it meets the desired goals or according to the desired management.

The inventory of goods that have entered the Finished Goods Warehouse will be managed and secured according to incoming reports or goods that have gone through the goods check-in process by the Warehouse officer to determine whether or not the goods report that has been recorded matches the incoming goods. Inventory management is important to minimize stock discrepancies with reports that have been carried out in the input process . Differences in stocks can occur from input process errors or report writing errors during the delivery of goods. If the goods do not differ according to the PO request from the shop that will be supplied , delivery will be smooth and turnover will also make a profit as quickly as possible. It is very vulnerable to errors in reporting goods due to negligence on the part of the admin or theft of goods. In this research, we can find out the management and security of inventory or stock of goods in order to minimize data discrepancies.

The company PT Aidai Indoensia Jaya is a company that makes, assembles and serves electrical equipment needs for customers Due to the increasing level of competition in the banking business and the many bank products popular in the community, financial performance evaluation is critical. It is critical for banks to measure financial performance in order to improve operational

throughout Indonesia. However, there are imported products that are used to serve customer requests. Existing items such as sockets, cables, switches, LED lights and others. In terms of meeting market and customer needs, the company continues to innovate in adding various types of electrical equipment products so that business targets will continue to grow and compete with other competitors.

Understanding Systems

According to Wijaya (2017) the system can be interpreted as a collection or set of elements, components or variables that are organized, interact with each other, depend on each other and are integrated. Physical appearance, but also things that may be abstract or conceptual in nature, such as missions, jobs, activities, informal groups, and so on. The elements that represent a system in general are input, management (processing) and output. Besides that, a system is always inseparable from its surrounding environment. So feedback (feed-back) apart from coming from the output, also comes from the system environment. The organization is seen as a system that also has all these elements.

According to Apriyanti (2013), there are two groups of approaches in defining systems, namely:

- a. A systems approach that places more emphasis on procedures defines a system as a network of interconnected procedures. Gathering together to carry out an activity or to complete a certain goal.
- b. An approach that puts more emphasis on the elements or components defines the system as a collection of elements that interact with each other to achieve a certain goal.

Definition of Procedure

According to Mulyadi (2016: 4) Procedure is a sequence of clerical activities, usually involving several people in one or more departments, which is made to ensure uniform handling of company transactions that occur repeatedly. According to Rifka (2017: 75) Procedures are sequences of work or planned activities to handle repetitive work in a uniform or integrated manner. According to Nuraida (2014:43) Procedures are the methods needed to handle activities to achieve certain goals.

Based on some of the definitions above, it can be concluded that the notion of procedure is a sequence of work activities to complete work that is carried out in a planned or structured manner and usually involves several people. Some characteristics of the procedure include the following:

- a. Procedures support organizational achievements.
- b. Procedures show logical and simple sequences.
- c. Procedures support the achievement of an organization.
- d. Procedures indicate the determination of decisions and responsibilities.
- e. There is a work guideline that must be followed by members of the organization.
- f. Prevent irregularities.
- g. Helps efficiency, effectiveness and work productivity of an organizational unit.

Understanding Management

Management is a monitoring process that refers to the implementation of something that aims to achieve the desired goals. In management there is also management which includes supervision, inspection, planning and direction. According to Supriadi (2014), every company has marketing activities regarding the need for merchandise which is the main factor in supporting the company's marketing activities. By fulfilling goods smoothly according to what you want to achieve. Without merchandise inventory, the company will face the risk that at one time it cannot fulfill the wishes of its customers. Of course this fact can be bad for the company, because the company indirectly loses the opportunity to gain the profits it should get. Based on the several definitions above, it can be concluded that the notion of management is a process that provides oversight of all matters involved in implementing policies and achieving goals.

According to Yogiswira (2021:39), the definition of inventory is goods that are stored for use and resale in the future. Inventories consist of raw materials, semi-finished goods and finished goods. According to Yogiswira (2021:39), companies operating in the trading sector only have one type of merchandise inventory. In addition, trade goods inventory is income received or obtained by

companies from exporters and importers in the form of finished goods and stored in warehouses which are then resold.

Understanding Warehouse

According to Mulcahy (2015:96) a warehouse is a section or unit internal storage a factory that stores various types of products in various sizes ranging from large to small-sized products that are stored for a certain period of time from the time the product is produced until the product is needed by other production departments. Warehouse has its own and important role in managing the availability of goods or products as well as materials needed by other production units. Arrangements in the warehouse of course based on previously planned production schedules and section assignments Warehousing is to supply products or goods to other units for processing production is running smoothly. Based on the definitions above, it can be concluded that a warehouse is a place or destination for storing basic or other materials owned by a company before delivery is made to consumers or company agents. In storing finished goods production, the warehouse functions to store products that have been finished or finished production.

Understanding Warehouse Administration

According to Laksaman (2019:19) Administration is the spearhead of all recording of the incoming and outgoing flow of goods, so that operational control is easier if there is data accuracy. Documents recording incoming or outgoing goods will provide several warehouse management information, including:

1. Number of stock items
2. Claims to suppliers upon receipt of goods or customer claims and delivery of goods from the warehouse.
3. Basis for decision making for ordering goods/stock replenishment.
4. Materials to evaluate changes (*trends*) in expenditure or materials to improve the increasingly developing warehouse management work system.

B. METHODOLOGY

Types of research

Descriptive qualitative research, because it aims to make systematic, factual, and accurate predictions about facts.

Data Type

Based on the source, the data used by the author in this study are primary data obtained directly from the original source and secondary data, where the data is data obtained from research objects without intermediaries In this research, the data needed is in the form of direct information about the company or data that occurs in the research field obtained from The observation that will be processed by the author is the administration of inventory management.

Place and time of research

This research was conducted at PT Aidai Indonesia Jaya . Warehousing Complex Karya Mulia 28A Ngoro District , Mojokerto Regency , East Java . will be held from February 2022 to June 2022.

Data source

1. Source person

The resource person in this research is a Finished Goods Warehouse Admin who has worked for this company for 1 year. Information from this source is very important, because he does not only provide information but he himself carries out the task. So, the information that researchers obtain can be considered accurate.

2. Events or activities

Researchers are given the opportunity to see directly the activities carried out by the Finished Goods Warehouse Admin in carrying out his responsibilities

3. Documents or archives

The documents or archives that are the object of this research are finished goods inventory reports and proof of travel documents in the work process.

Data analysis

Data analysis used in this study used descriptive analysis, with the aim of describing the data in a factual and accurate manner regarding the facts studied. Data obtained regarding the stages of administrative procedures for managing and securing finished goods inventory. The author uses this data analysis method to analyze the data exist and then draw conclusions on the problem studied after data is processed and given an explanation.

C. RESULTS AND DISCUSSION

Brief History of the Company

PT. Aidai Indonesia Jaya is one of the many companies operating in the field of electrical equipment in Indonesia. Founded by an Indonesian citizen who came from China to create a company engaged in the industrial sector or a factory for making sockets or sockets or electrical equipment. Founded in July 2017 in Manggung Gajah village, Ngoro District, Mojokerto Regency. Before this company was founded, it was previously called PT Shansan which was founded by an Indonesian citizen who came from China. Historically, these two companies were founded by two twin brothers who then split into two different companies. However, they still work together for one goal even though they are different. PT. Aidai Indonesia Jaya is a factory that manufactures, assembles and serves the community's needs for electrical equipment such as sockets and other electrical equipment. This factory operates from powder materials to finished goods which have been processed through grinding machines and body molding machines, then assembled with spare parts components that produce these goods to deliver electricity so that they can be used according to their function, then, the process of packing goods then it goes into the warehouse and it will be ready to be sold. Making these goods suitable for sale in communities throughout Indonesia. With sales people going on business trips to offer these products in large shops and small electrical shops in all regions in Indonesia. Electrical devices include switches, sockets, plugs, light fittings and so on.

Research result

Inventory is very important to know how much stock has been produced. Inventory in the finished goods warehouse has an active role in sales and selling is very important among other activities in the company. For this reason, inventory involves several parts of the company with the aim that inventory will be filled properly and sales will also continue to be processed for the continuity of the company. All departments must follow company procedures, especially the warehouse section. In the warehouse, be more careful in checking stock and inputting incoming and outgoing goods. Therefore, the company plays a very active role. For sales, a procedure is needed, namely through the receipt and release of finished goods inventory carried out by the warehouse. For receipt of finished goods, this is where the production party hands over the production results to the warehouse by handing over the goods and attached evidence or goods receipt form. Because in the process of receiving and issuing warehouse finished goods requires good and structured work procedures. Managing and securing stock inventory in finished goods warehouses also has a procedural flow that will simplify goods management activities. The most important thing to implement, this is to control so that there are no stock discrepancies by checking stock regularly and matching stock with the WIP (Work in Process) admin so that when sales make sales they can monitor the development of stock in the warehouse. In this case, sales will know that the goods have been sent or there is still stock that has not been sent to customers or the needs of shops that have collaborated with the company. This matching is also important when taking stock, the superior will

know that the incoming and outgoing reports match the physical reports in the finished goods warehouse.

In the procedures for the entry and exit of goods, there is a system that will make it easier to work on the input, exit and entry of goods using the Microsoft Excel program. There are dates of entry and exit of goods, brand name, initial balance, total stock which is then inputted based on the number of incoming and outgoing goods. The entry and exit of goods is based on the production results and the process of loading and unloading of goods to be sent according to customer requests that have worked with the company. Production results that have passed the QC (quality control) process are then processed in the packing process. Then, after the goods are packed according to the specified code and brand, they enter the process of checking the goods by the finished goods warehouse. Checking starts from the production results form which is used as a reference for the number of goods that will enter the warehouse including checking the code, brand, content, color, material and production date.

For the release of goods, it is based on loading and unloading of goods that will be sent to customer stores, expeditions and other warehouses that have worked with the company and the data will be input for goods data out of goods

According to (2021 :44) explains that, to maintain the company's operational activities, the company's inventory must be always available, so there are no delays in operations company. To maintain the smooth running of the inventory management process must be done with the company's plan and pay attention to some the following:

- a. There is a basic inventory to balance the inflow and outflow of goods from the company. This is done so that there is adequate inventory control in order to know whether entry and exit of goods regularly or not .
- b. There is provision for security of inventory (*safety stock*). This matter necessary because of the many opportunities cheating and things not expected so security is needed supplies to stock up can meet needs when needed .
- c. There is anticipation of inventory (*anticipation stock*). It is required in in additional inventory to anticipate growth future supplies.

According to Yogiswira (2021:44) inventory management must be economical and effective And efficient, so good role and direction is needed. Terms to achieve economical, effective and inventory management efficient, including Several stock management activities will be explained as follows :

- a. Checking on the Goods Receiving Process

Every time a goods receipt activity occurs, it needs to be carried out checks include: The packaging is not damaged, the quantity delivered, product labels, supplier names and addresses . Production results include checking, among other things: brand, brand code, the number of production reports and physical goods must be the same, product quality, neatness of packaging, product contents must match the packaging.

- b. Stock and Storage Control

The warehousing system must be made systematic, for example space for the movement of goods or warehouse staff so that it is easy to move, then the process of checking goods, and also using stock cards to monitor the movement of goods. The use of labels is also needed to find out whether the product is in good condition, damaged, or still being checked. And what is also important is that stock calculations are carried out regularly to avoid stock discrepancies.

- c. Expenditures

It is also necessary to ensure that each The release of goods is always checked first avoid a mistake. The products that have been released are necessary ensure that the buyer has received it completely.

d. Returned Goods

e. In handling goods the most important director is the availability of written procedures regarding returned goods. Especially regarding when goods can be returned, how much, and the conditions other. Returned goods must be separated from regular goods, and labeled to clarify the distinction. Because returned goods need to be checked first regarding security conditions and also quality. To minimize theft and stolen goods, the admin will group the goods with a label on the date of receipt of the goods and a note or travel letter which will be attached to the box of returned goods.

f. Damaged goods

Handling of damaged goods also needs to be regulated in procedures written, generally discusses separation for location storage, product labels, checking, and also mechanisms its extermination.

g. Destruction of Goods

Usually each product manufacturer and also the government issues regulations regarding destruction procedures to avoid misuse or the impacts resulting from the destruction of the product. The company has its own rules that will manage goods according to the condition of the product, whether it can still be repaired or not. Besides running storage operations properly, which no less important to ensure that all operations run as it should be i.e. documentation especially with regard to processes storage. Documentation of each storage activity is very important, firstly to avoid mistakes and confusion due to the large number of ongoing transactions. Second, documentation can be done used as a work guide so that you can ensure there are no missed activities. Third, it is used for tracking especially if there are discrepancies such as stock differences, missing goods, advantages, and so on . Storage areas or warehouses have general requirements, for example location, size, equipment required, then the temperature gauge and humidity as well as control pests/insects/animals bully.

Then something came in. however, not from production results, namely from other warehouses that send imported goods that enter the finished goods warehouse and will be included in the stock of imported goods. Before entering the warehouse stock, the warehouse admin will write down the goods handover form which will be checked beforehand whether the goods are in accordance with the delivery document for incoming goods at the finished goods warehouse including checking goods, code, brand, quantity of goods and condition of goods. Securing goods so that there are no discrepancies and minimizing theft is the most important thing. The primacy of the arrangement of goods, the entry and exit of goods in terms of recording and physical stock and reminders in their spatial layout are important.

The security for returned goods is in accordance with the recording of goods checking which has a flow, namely when the returned goods enter the warehouse, the driver will provide a return travel document to the finished goods warehouse. Then, check whether the contents of the goods are the same as those recorded in the travel document. Furthermore, the warehouse confirms to the head of the admin and the travel document will be processed and duplicated into two as evidence and evidence of the warehouse's goods archive. The need for attaching travel documents to goods is to minimize the occurrence of theft and facilitate the search for goods according to the warehouse's data and document archives. Goods that have been returned by the customer will enter the accounting section according to the number of goods and brands that will be exchanged later by providing the price per item and the result of the number of items. There is a nominal handover that the shop will accept in return.

The process of incoming and outgoing goods is based on production results and the process of shipping and loading goods to be sent according to the requests of customers who have collaborated with the company.

Production results that have passed the QC (quality control) process are then processed in the packing process. Then, after the goods are packed according to the specified code and brand, they enter the goods checking process by the finished goods warehouse. Checking starts

from the production results form which is used as a reference for the number of goods that will enter the warehouse, including checking the code, brand, content, color, material and production date.

The outgoing goods are based on the delivery of goods which will be sent to the customer's shop, expedition and other warehouses that have collaborated with the company and the data will be input for outgoing goods data. Then something came in. however, not from production results, namely from other warehouses that send imported goods that enter the finished goods warehouse and will be included in the stock of imported goods. Before entering the warehouse stock, the warehouse admin will write down the goods handover form which will be checked beforehand whether the goods are in accordance with the delivery document for incoming goods at the finished goods warehouse including checking goods, code, brand, quantity of goods and condition of goods. Securing goods so that there are no discrepancies and minimizing theft is the most important thing. The primacy of the arrangement of goods, the entry and exit of goods in terms of recording and physical stock and reminders in their spatial layout are important.

The security of returned goods is in accordance with the goods checking record which has a flow, namely when the returned goods enter the warehouse, the driver will give a return pass to the finished goods warehouse. Then, check whether the contents of the goods are the same as those recorded in the travel document. Next, the warehouse confirms to the head of admin and the travel document will be processed and duplicated in two as evidence and archival evidence of the warehouse's goods.

Discussion

According to the author's analysis, management within a company is important, especially for sales. Administration also determines the course of activities in the company. Administration is an activity that has rules and procedures to achieve the desired goals. This research discussion discusses procedures for managing inventory, securing inventory and discussing how to ensure that obstacles in the series of activities in the finished goods warehouse can be controlled so as not to harm the company.

D. CONCLUSION

Conclusion

Based from the research results of the analysis of procedures for managing and securing goods inventory in the finished goods warehouse at PT Aidai Indonesia Jaya, the following conclusions can be drawn:

1. The existence of procedures within the company that must be applied regarding the process starting from raw materials in production to finished goods is one of the ongoing activities that is carried out effectively and efficiently. The management of goods in stock by the admin and the warehouse department takes care carefully so that there are no stock differences and if that happens, the company's goals will fail. And it becomes a loss that can harm the company's sales.
2. Securing goods is an important thing. Strict handling regarding recording and physical stock quantities in routine item matching must continue to be implemented. Theft of goods and disputes will not occur if the warehouse can handle it well.
3. Management pays great attention to employee performance, especially in the warehouse department at the finished goods warehouse. Because the process of receiving and releasing goods from the warehouse requires good and structured work procedures.

Suggestion

Suggestions that can be input by PT Aidai Indonesia Jaya Recording is done in stock cards and reports on production results as well as the issuance and receipt of goods must be done very carefully so as not to cause errors in the amount of stock in the warehouse.

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