Information System Inventory Of Office Writing Equipment At PT Lion Super Indo Majapahit Semarang Branch

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ABSTRACT : Computerized system is the use of a computer as a tool in data processing activities that are carried out manually. Inventories are all kinds of company goods available for processing in the production process or for sale. PT LION SUPER INDO is a company engaged in trading. PT LION SUPER INDO has 151 branches, one of which is PT Lion Super Indo, the Majapahit branch. The problem that often arises is the management of office stationery that has not been maintained, because there are obstacles in the process of using office stationery which are recorded manually. This may result in over, under, or out of Office Stationery. The method used is through the process of observation and interviews, namely by observing the management of office stationery supplies and getting the data needed by the author in implementing the system. Implementation in the form of the final result achieved is the formation of an information system based on visual basic programming, because using the system will be able to process data quickly and accurately. From this research, it can be concluded that the existence of an information system design for office stationery supplies at PT LION SUPER INDO Majapahit Branch based on Visual Basic can provide accurate information services. If there is an order transaction, at the same time the office stationery data can be added to the store warehouse data automatically. Likewise, if there is a usage transaction, it will automatically reduce the stock in the store warehouse data, thus the office stationery data will match the physical goods. And make it easier for leaders to make decisions about office stationery in ordering at each period.

Keywords: Inventory Information System, Visual Basic Computerization, Tools Write Office, PT LION SUPER INDO Majapahit Branch.

1.   INTRODUCTION

Information technology which is developing rapidly at this time is very influential in various fields, one of which is to support business activities. The existence of information technology has an impact on various things in activities, such as providing effectiveness and efficiency to achieve a certain goal. Not only that, information technology itself makes it possible for us to provide a flow of information quickly, precisely and accurately. Of course, it really helps planning, controlling and decision making activities, especially those related to company business development. To present this information, a computerized process is needed that is capable of processing all company activities.

Along with advances in information technology implemented by a company and increasing company activities, the existence of computer equipment is needed as a data processing tool, one of which is PT LION SUPER INDO, a company operating in the trading sector. PT LION SUPER INDO has 151 branches and each branch has the same operations but with different policies, all depending on the leadership. One of them concerns the management of office stationery whose availability has not been maintained. Ordering office stationery uses the web system available at each PT LION SUPER INDO branch, however the process of

receiving, storing and availability information is not yet accurate. All activities using office stationery at PT LION SUPER INDO Majapahit Branch are still recorded manually. The stock of office stationery at PT LION SUPER INDO Majapahit Branch is recorded and stored in a list form, which does not contain detailed information, namely when office stationery items enter the stationery warehouse, when they come out when used and the availability of office stationery stock is not accurate between the data and actual physical, resulting in errors in recording item data and delays in office stationery inventory which caused PT LION SUPER INDO Majapahit Branch to run out of stock, this happened because there was no data on office stationery stock which was almost finished or had already run out.

Reports on the results of office stationery calculations often lead leaders feel confused in the report archives due to data discrepancies between stock data and physical office stationery items, apart from that at PT LION SUPER INDO Majapahit Branch, report archives often lose because they are still stored in archive form. So the author presents an information system that functions as recording, controlling, and managing stock data and estimating orders for office stationery at PT LION SUPER INDO Majapahit Branch.

2. THEORETICAL FOUNDATION

2.1. Understanding Systems

A system is a collection of elements that interact to achieve a certain goal. This system describes real events and entities which are real objects, such as places, things and people that actually exist and occur. Consisting of parts that are mutually dependent on each other (Jogiyanto, 2005)

According to Yakub (2012), there are several elements in a system, namely as follows:

- System Goals

  Without clear goals the system becomes directionless.

- System Limitations

  Delimits between one system and other systems and is seen as a single unit.

- External System Environment

  Everything that is outside the system.

- System Liaison

  Arrange for the system to run as intended.

- Input

  In the form of tangible or intangible things. Tangible inputs are raw materials while intangible inputs are information.

- System Process

  Making changes or transformations from input into output that is useful and more valuable.

- Output

  The results of system processing and can be input for other subsystems.

2.2. Understanding Information

Information is data that has been classified for use in the decision-making process (Tata Sutabri, 2012). Information is data that is processed into a useful form that can be used as something meaningful for the recipient in the decision making process.

- Information Quality
  - Accurate, meaning the information must be free from errors.
  - Can't be late or on time.
  - Must have benefits for the user.

- Information Value

  The value of the correct information is obtained from the difference between the results found from the new decision and the results from the old decision minus the costs of obtaining that information. Calculating the right information provides many benefits, including eliminating wasted costs incurred in obtaining the information needed to make decisions.

2.3. Understanding Information Systems

An information system is a set of elements that work simultaneously both manually and computer-based in carrying out data processing in the form of collecting, storing, processing data to produce information that is meaningful and useful for the decision-making process (Simarmata, 2009).

2.4. Understanding Inventory

Inventory is goods held for resale or further processing into finished goods which will ultimately be sold to earn income. In accounting there are the terms inventory and cost of goods sold. For a factory company there is the term cost of production. Inventory is a balance sheet account and reflects the acquisition value of existing inventory at the balance sheet date. Inventory in a trading company consists of one type, namely merchandise inventory. The cost

value of goods that have been sold is recorded in the cost of goods sold, which is a profit and loss account. The cost of goods sold is deducted from the sales value to obtain the gross price. In an *industrial company* , inventory consists of raw material inventory, auxiliary material inventory, work-in-process inventory and finished goods inventory (Soemarso, 2009).

- Inventory Function

  The production function of a company cannot run smoothly without sufficient inventory. Inventory arises because of the stock difference between physical goods and data or offers and demand is at different levels so the materials provided are different. In general, *inventory* functions to manage merchandise inventory which always experiences changes in quantity and value through purchase and sales transactions .

- Purpose of Inventory n

  - Eliminates the influence of uncertainty
  - Prepare stock in case of sudden need
  - Anticipate price changes in the production market
  - Provides free time for managing production and purchasing
  - To anticipate changes in demand and supply

  So in general, *inventory* is a system that functions to manage all inventories of goods which always experience changes in quantity and value through sales transactions and purchase transactions or stock data collection and order forecasting. If you make a mistake in determining the amount of inventory, it will have an impact on other problems, for example consumer demand not being met or even excessive inventory so that not everything is sold, extra storage costs or material orders and so on . And it can also lead to inefficient stock data, so order forecasting can also result in errors in order quantity of goods.

- How to Manage Inventory

  Managing inventory well is not an easy thing. If the amount of inventory is too large, it will result in large amounts of funds being idle because they are embedded in inventory, increased storage costs, and a greater risk of damage to goods. However, if there is too little inventory, it results in the risk of a stockout *because* often materials/goods cannot be brought in suddenly and in the amount needed, which causes the production process to stop, delays in sales, and even loss of customers.

  Of course, inventory must also take into account market demand and how much of the inventory itself is used . This is necessary so that there is no excessive inventory of goods

that are less popular with customers or are less needed for operations . If you don't pay attention to the market or level of usage , then the inventory will be detrimental to a business because there is a risk of damage to the inventory or the price of the goods will fall drastically. The costs incurred to manage inventory are generally relatively large so it is necessary to have an appropriate inventory recording method so that You can determine the inventory value of goods that have not been sold and you can also see operational usage accurately. So the aim of inventory management is to plan and control inventory levels so that you can serve needs or requests from time to time and can minimize the company's total costs.

2.5.   Understanding Office Stationery

ATK is abbreviation from the tool write office . In Dictionary Big Language Indonesia (KBBI), ATK is called is A an acronym which is to the extension of office stationery. ATK Store (in Language English: *stationery*) refers on goods sold by *stationer* , which is from his name show that the shop located in places certain usually close by with university And was in the building permanent. Initially stationery shop identical with tool write write like pens, books, paper, etc. Along time the goods sold in ATK stores are growing tools electronic like machine count calculator, printer ink, machine destroyer paper .

- Types of ATK (Office Stationery)

  There are various type type tool write office.But in a way general can grouped as following according to category :

  - Category tool write. Including inside it is pens, markers, ruler, eraser, marker (highlighter), sharpener, etc.

  - Category paper. Including it contains *continuous form* , paper photos, print paper, *fax paper* , etc.

  - Category book. Including in it book mark accept, notebook, book letter road, quarto book, book write, receipt, book cash, folio book, book expeditions, etc.

  - *organizer* categories , such as rack letter stacking, *expanding files, business files,* card boxes name, *file box* , binder clip, etc.

  - Equipment office general. Such as staplers, perforators, calculators, *cutters* , *caddy sets* , stamps, stamps, etc.

  Of course Still Lots category others who haven't mentioned above, because goods tool write office has covers Lots matter including Also equipment computer as already become lay used now in the era of technology information this (Badri, 2008).

3. METHODOLOGY

The data collection method is an important thing in research, because this method is a strategy or method used by researchers to collect the data needed for their assessment. Data collection in research is intended to obtain reliable materials, information, facts and information.

3.1. Data Type

Based on the source, research data can be grouped into two types, namely primary and secondary data (W. Gulo, 2002)

a. Primary data is data obtained by the author directly from the data source. To obtain primary data, the author must collect it directly about the research object, namely item data.

b. Secondary data is data obtained or collected by the author from various existing sources (researchers as second hand) by studying sources that are related to the problem being researched in documents and data, in order to complete the primary data which includes research.

3.2. Data collection technique

In this research the author carried out the following data collection methods:

a. Observation

The data collection method used by the author was by conducting direct observations of events related to inventory management at PT LION SUPER INDO Majapahit Branch.

b. Interview

The data collection method is by means of dialogue with the Management and employees of PT LION SUPER INDO Majapahit Branch to obtain the data and information needed by the author in preparing the Final Assignment.

c. Literature review

Carried out through library activities or case studies through sources: Reference books, mass media and Final Project Reports in the library

4. RESULTS AND DISCUSSION

Below is an explanation of the use of each *form* in the Office Stationery supply program information system as follows:

4.1. Login *Form*

In this *form the user* is required to fill in *a username* and *password* . In this *form* there is also *a Login button* to enter the main menu on this system and a Close *button* which functions to exit the application.

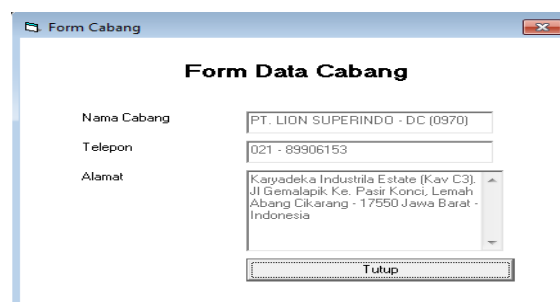*Login Form* Display Image *n*

4.2. Main Menu *Form*

In *the form* there are *several* menus and sub menus including a *file menu, master* data menu , transaction data menu and report menu.
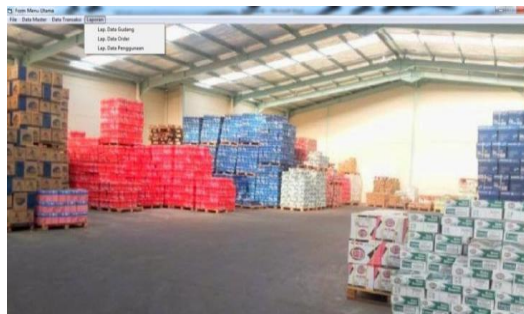
Main Menu *Form* Display Image

4.3. Branch Data *Form*

In this *form the user only* displays the company identity. In this *form* there is also a Close *button* which functions to close the main menu again.

Branch Data *Form* Display

4.4. Warehouse Data *Form*

In this *form the user* is required to fill in data in the warehouse database. There are 3 *text boxes* that must be filled in, namely item code, item name and stock. In this *form there is also an Add button* which functions to start new data *input , a save button* is used to enter data into the warehouse *database , a change button* is used to change incorrect data, a delete *button* is

used to delete data, a cancel *button* is used to cancel data *input* and the exit *button* is used to return to the main menu.

Warehouse Data *Form* Display Image g

4.5. *User* Data *Form*

In this *form the user* is required to fill in the data in *the user database* . There are 3 *text boxes* that must be filled in, namely *username* , *password* and *level* . In this *form there is also an Add button* which functions to start new data *input* , *a save button* is used to enter data into *the user database* , a change *button* is used to change incorrect data, a delete *button* is used to delete data, a cancel *button* is used to cancel data *input and so on. The exit button* is used to return to the main menu.

User Data *Form* Display

4.6. *Order* Data *Form*

In this *form the user* is required to fill in data in the *Order* Data *database* and *Order Detail data* . There is 1 *textbox* that must be filled in and 1 *Combobox* , namely the item code and *order amount* . In this *form there is also an Add button* which functions to start new data *input* , *the Add Items button* is used to enter data into *the OrderDetail database* , the Save *button* is used to save data into the *Order* Data *database* , the Print *button is used to print Order* Data Invoices and the exit *button* is used to return to the menu. main.

Order Data *Form* Display

4.7. ATK *Order* Data Report

Image of *Order* Data Report Display

4.8. Usage Data *Form*

In this *form* the user is required to fill in data in the Usage Data *database and Detailed* Usage data . There is 1 *textbox* that must be filled in and 1 *Combobox* , namely the item code and usage amount. In this *form there is also an Add button* which functions to start new data *input , the Add Items button* is used to enter data into the Usage *Details database* , the Save *button* is used to save data into the Usage Data *database , the Print button* is used to print Usage Data Invoices and the exit *button* is used to return to the menu. main.

Image of Usage Data Form Display

4.9. ATK Usage Data Report

LAPORAN DATA PENGGUNAAN ATK
Periode : 2017-08-15 s/d 2017-08-15

Tanggal Cetak : 2017-08-15

No.	Kode Penggunaan	Tgl Penggunaan	User	Kode Barang	Nama Barang	Penggunaan
1						

Image of Usage Data Report Display

4.10. ATK Warehouse Data *Report Form*

In this form *the user* is required to select all data or per period to print ATK warehouse data. In this *form* there is also a Print *button* to print and an Exit *button* which functions to return to the main menu.

ATK Warehouse Data *Report Form* Display

4.11. *Report* all ATK warehouse data

LAPORAN DATA GUDANG ATK

Tanggal Cetak :   2018/1/24

No.	Kode Barang	Nama Barang	Stok Awal	Penggunaan	Pemesanan	Stok Akhir
1	7510116	SHELFT TAKER 50'S	10	10	8	8
2	7510107	REFFIL INK CATRIDGE	10	5	9	14

Image of *Report Display* of All ATK Warehouse Data

4.12. *Report* Per Period

LAPORAN DATA GUDANG ATK
Periode : 2017/08/01 s/d 2018/01/24

Tanggal Cetak : 2018/1/24

No.	Kode Barang	Nama Barang	Stok Awal	Penggunaan	Pemesanan	Stok Akhir
1	7510116	SHELFT TAKER 50'S	10	10	8	8
2	7510107	REFFIL INK CATRIDGE	10	5	9	14

Image of ATK Warehouse Data *Report Display* Per Period

4.13. *Order* Data *Report Form*

Image In this *form the user* is required to select all data or per period to print *Order data* . In this *form* there is also a Print *button* to print and an Exit *button* which functions to return to the main menu.

Image of *Order* Data *Report Form Display*

4.14. *Report* all *order data*

Report Display Image All *Order* Data

4.15. *Report Order* Data Per Period

Image of Order Data *Report Display* Per Period

4.16. *Form* Usage Data *Report*

In this *form the user* is required to select all data or the period for printing usage data . In this *form* there is also a Print *button* to print and an Exit *button* which functions to return to the main menu.
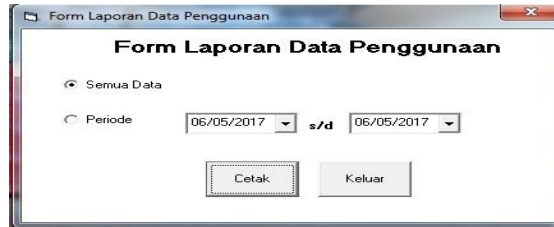

Image of Usage Data *Report Form Display*

4.17. *Report* All Usage Data

Image of *Report Display* All Usage Data

4.18. *Report* Per Period Usage Data

Image of Usage Data *Report Display* Per Period

5.   CONCLUSION

In presenting reports Office Stationery Supplies use computer using the application *Ms. Excel* can't produce all of them yet report accurate and fast, this thing resulting in advantages and disadvantages of office stationery availability . This problem can be solved by system design information on office stationery supplies at P T LION SUPER INDO Majapahit Branch is based on *visual basic* which can provide services accurate, timely and appropriate information with the desired needs. The system is not yet computerized can not yet produce Efficient reports due to processing the data is not yet stored in *the database server* so the work

is done over and over again. With information systems Every Office Stationery Supplies transaction which happens every day automatically generalized to reports quickly and accurate. With speed and accuracy information that received by the leadership regarding this item stock report ease for him to take decisions about what ATK items are will be purchased or ordered for supply the following week . Apart from that, another convenience is inside Fulfilling the demand for goods from each division of PT LION SUPER INDO Majapahit Branch can be realized because stock is available.

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