

ABSTRAK

Penelitian ini bertujuan untuk merancang sistem kearsipan elektronik laporan akhir transaksi harian *teller* berbasis *Microsoft Access 2019* pada Bank Sumsel Babel Cabang Utama Kapten A. Rivai, Kota Palembang. Latar belakang laporan ini yaitu adanya keterlambatan pelayanan administrasi kearsipan dikarenakan proses penemuan kembali arsip yang masih dilakukan secara manual dan memakan waktu yang cukup lama sehingga menimbulkan adanya keluhan dari staff karyawan yang membutuhkan laporan tersebut, belum lagi adanya kesulitan dalam integrasi data antar bagian apakah laporan transaksi sudah dinaikkan dari divisi pelayanan uang tunai (*teller*) ke bagian kearsipan atau masih tertahan di divisi unit umum, administrasi dan akuntansi. Perancangan ini dirancang menggunakan *Microsoft Access 2019*. Metode penelitian yang digunakan adalah *Research and Development (R&D)* dengan model pengembangan ADDIE (*Analysis, Design, Development, Implementation, Evaluation*). Pengumpulan data dilakukan melalui observasi, wawancara, dokumentasi, dan studi kepustakaan. Hasil dari laporan menunjukkan bahwa pencatatan arsip pada bagian divisi kearsipan masih dilakukan dengan secara manual yang ditulis dalam buku agenda, yang mengakibatkan kesulitan dalam penemuan kembali, dan keterbatasan dalam baca tulis karena tulisan yang memudar. Dengan adanya sistem kearsipan elektronik berbasis *Microsoft Access 2019* ini diharapkan dapat membantu serta memberikan masukan dalam memperbaiki sistem pengarsipan manual seperti proses pencarian dan penemuan kembali arsip dan penyimpanan laporan transaksi yang belum terkomputerisasi menjadi elektronik sehingga menunjang kegiatan pengarsipan Bank Sumsel Babel Cabang Utama Kapten A. Rivai.

Kata Kunci: Kearsipan, *Microsoft Access 2019*, ADDIE

ABSTRACT

This study aims to design an electronic filing system for daily teller transaction final Reports based on Microsoft Access 2019 at Bank Sumsel Babel, Captain A. Rivai Main Branch, Palembang City. The background of this Report is the delay in filing administration services due to the process of rediscovering archives which is still done manually and takes a long time, causing complaints from staff employees who need the Report, not to mention the difficulty in data transmission between sections whether the transaction Report has been collected from the cash service division (teller) to the filing section or is still stuck in the general unit division, and accounting. This design is designed using Microsoft Access 2019. The research method used is Research and Development (R&D) with the ADDIE (Analysis, Design, Development, Implementation, Evaluation) development model. Data collection was carried out through observation, interviews, documentation, and literature studies. The results of the Report show that recording archives in the filing division is still done manually written in an agenda book, which results in difficulties in rediscovering, and limitations in reading and writing due to faded writing. With the existence of an electronic archiving system based on Microsoft Access 2019, it is expected to be able to help and provide input in improving the manual archiving system such as the process of searching and rediscovering archives and storing transaction Reports that have not been computerized into electronics so as to support the archiving activities of Bank Sumsel Babel, Main Branch, Captain A. Rivai.

Keywords: Archiving, Microsoft Access 2019, ADDIE