

ABSTRAK

PROSEDUR PENGARSIPAN PADA *BILLING SERVICE* UNIT *GENERAL REPAIR* AUTO2000 WAYHALIM

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Tujuan penelitian ini untuk mengetahui prosedur pengarsipan pada *billing service* unit GR (*General Repair*) Auto2000 Wayhalim yang merupakan aktivitas yang dilaksanakan *Staff Administrasi* unit GR (*General Repair*) untuk menganalisis langkah-langkah pengarsipan dokumen. Penelitian ini menggunakan pendekatan kualitatif dengan teknik pengumpulan data yang meliputi wawancara, observasi dan studi dokumentasi. Prosedur pengarsipan pada *billing service* unit GR (*General Repair*) Auto2000 Wayhalim yaitu berpenampilan rapi, mempersiapkan perlengkapan yang dibutuhkan, pengecekan data, laporan kepada kepala divisi, penarikan data dan penyimpanan hasil laporan kepala divisi. Hasil penelitian menyimpulkan prosedur pengarsipan pada *billing service* unit GR (*General Repair*) Auto2000 Wayhalim sudah dilakukan dengan baik.

Kata Kunci: Prosedur Pengarsipan

ABSTRAK***FILING PROCEDURES IN THE GENERAL REPAIR UNIT SERVICE
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The purpose of this research is to determine the filing procedure for the billing service unit GR (General Repair) Auto2000 Wayhalim, which is an activity carried out by the administrative staff of the GR (General Repair) unit to analyze the steps for archiving documents. The method used in this research is a qualitative method and data collection techniques through interviews, observation and documentation. The filing procedure for the GR (General Repair) Auto2000 Wayhalim billing service unit is to look neat, prepare the required equipment, turn on the required equipment, check data, report to the division head, withdraw data and store the results of the division head's report. The results of the research concluded that the filing procedure for the Wayhalim Auto2000 GR (General Repair) billing service unit had been carried out well.

Keywords : Filing Procedure