



LOGISTIC INVENTORY TRAINING TO CREATE DISCIPLINE ADMINISTRATIVE CLIMATE

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ABSTRACT

One of the most important provisions is inventory of office furniture items. Inventory of office furniture aims to protect the goods from loss in the form of theft or transfer of goods, besides the inventory also aims to control goods and as a basis for decision-making. In Office Desa Nyantnyono has not inventory of inventory items. It would be better if the goods are inventoried into a book of goods inventory that contains all inventory items owned by Nyatnyono Village Office, then it is also necessary to make a book class of inventory items and non-inventory items as well as giving inventory code of office equipment goods in the Village Nyatnyono, for office equipment is recorded in a non-inventory logbook and must be coded invetarisasi attached to the goods. Thus, this expectation will form a healthy climate in the management of inventory items and non inventory.

Kegiatan perbekalan yang paling penting salah satunya adalah inventarisasi barang-barang perabotan kantor. Inventarisasi perabotan kantor bertujuan untuk melindungi barang-barang dari kehilangan dalam bentuk pencurian atau pemindahan barang, selain itu inventarisasi juga bertujuan untuk pengendalian barang dan sebagai dasar penentu keputusan. Kantor Desa Nyantnyono belum menginventarisasikan barang-barang inventarisnya. Akan lebih baik apabila barang-barang tersebut diinventarisasikan ke dalam bentuk buku induk barang inventaris yang berisi seluruh barang inventaris yang dimiliki kantor Desa Nyatnyono, kemudian diperlukan juga membuat buku golongan barang inventaris dan buku catatan barang non inventaris serta pemberian kode inventarisasi barang peralatan kantor di Desa Nyatnyono, untuk perlengkapan kantor dicatat ke dalam buku catatan barang non inventaris dan harus diberi kode invetarisasi yang ditempel pada barang. dengan demikian, harapannya akan terbentuk iklim yang sehat dalam pengelolaan barang-barang inventaris maupun non inventaris.

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INTRODUCTION

Nyatnyono village belongs to the total of 11 villages in Semarang Regency. Based on monograph records, Nyatnyono Village has an area of 425 hectares with volcanic soil texture. This village is the neighbor of Lerep and Genuk Villages, consisting of eight neighborhoods (RT), and seven wards (RW). The majority of people in this village work in the sector of trade, plantations, agriculture, and as a civil servant (ASN)

The village government is an organization which accommodates and facilitates its people in the variety of administrative matters such as procedures for managing incoming and outgoing mails, archiving, and inventory management. With regards to its tasks, an organization can be said effective when it can carry out the administrative activities effectively and efficiently.

The continuity of administrative activities must be supported by various parties involved, namely human resources as an initiator. Further, the presence of Nyatnyono Village Office is realized as a means of facilitating the villagers for any administrative matters, for example, the management of a recommendation letter for residence transfer, a recommendation letter for driving license (SIM), a recommendation letter for domicile, a recommendation letter for obtaining scholarships for students, and university students. In association with these obligations, the complexity of activities carried out in Nyatnyono Village Office requires proper facilities and infrastructures. Luckily, some of facilities and infrastructures needs for supporting administrative activities have been fulfilled through dana desa, so the repairs and procurement of facilities and infrastructure are sufficient.

Infrastructure and facilities are narrowed to office equipment and supplies. Office equipment is defined as items that can be used for a relatively long period of time and experience depreciation. Equipment is identical to large and heavy objects, and requires scheduled maintenance and a minimum value of 1 (one) year, for example: computers, printers, photocopiers, scanners, tables, chairs, fans, cabinets, typewriters. Meanwhile, office supplies are consumable items, and the useful life is less than one year and are supporting items for administrative activities, for example: ballpoint, paper, stop map, ruler, stapler, perforator, scissors, envelopes, ink, markers, carbon, glue, and similar items that have a value of no more than one year.

Office equipment and supplies need to be properly inventoried because both are inventory items whose procurement is not purchased by individuals or personal money, but uses village treasury, village funds or other sources of funds. Inventory is realized as a form of control and supervision of goods entering and leaving the office. One cause of waste in an organization is the less thorough, orderly, and correct goods inventory (Lukas Dwiantara, 2004). Inventory is important to do because of some purpose, namely: 1) providing information to readers, 2) guaranteeing logistic security, 3) providing suggestions for decision making in logistic management, 4) as a means of accountability.

Nyatnyono Village Office has inventory items in form of office supplies with no inventory system, so the supervision of these items did not work there. Moreover, whenever the goods are transferred, it would be hard to detect and the worst impact is that the goods can be lost/stolen unconsciously caused by the absence of controls showing that the items belong to Nyatnyono Village Office. Further, the inventory items in Nyatnyono Village Office are chairs and guest tables, fans, wall clocks, television, attendance machine, office tables and chairs, cabinets, printer, scanner and computer. By looking at the following figures, it is known that the listed items have not been inventoried yet (adhered with an inventory goods codes)



Figure 1.1. Some items of inventory in Nyatnyono Village Office

Some of the above items should be inventoried in form of inventory booklets containing all inventory items owned by Nyatnyono Village Office. Also, there is a need to make books on inventory items and non-inventory items notebooks and provide inventory codes for the equipment. For example, the office supplies are recorded in the non-inventory notebook items and must be given an inventory code adhered to the item.

The provision of inventory items codes makes supervisors easy to monitor the goods. The process of this provision can be done by categorizing the items or goods based on their type (goods types numbering). Then, the items are divided into groups of goods (goods groups numbering). Next, the goods are labelled based on the serial numbers based on the categorization or classification done earlier. In details, these processes are illustrated in the following diagrams:

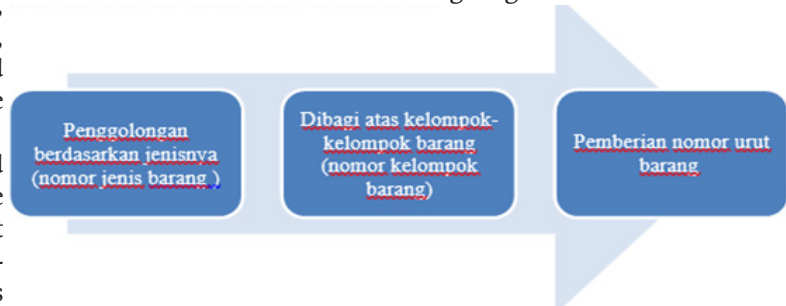


Figure 1.2 The Process of Codes Provision to Goods

The provision of goods inventory numbers are strongly recommended for durable goods (non-consumable items) with the aim of facilitating monitoring and supervision / control of logistics. However, the provision of inventory codes on goods in the Nyatnyono Villa-

ge Office has not been carried out, so the supervision of lent and lost items was difficult to detect. Therefore, it is necessary to make an inventory ledger, the inventory book of goods class, and finally the items codes adhered to the inventory items in Nyatnyono Village Office. The provision of item codes can be adjusted as follows:

Item types numbers	Item types	Group numbers	Items groups
0 1	Households equipment	01	Eating utensils
		02	Drinking utensils
		03	Kitchen utensils
		04	Occupation utensils
	
0 2	Office equipment	01	Tables
		02	Cabinets
		03	Chairs
		04	Bookshelves
	

Table 1.1. The Classification of Item Types and Items Groups

The table above will be a reference when making inventory item codes. The inventory code printed on the item (especially the durable inventory item) will refer to the type of goods and the group number of goods derived from the records in the inventory edger and notebook of the types of inventory items. With the existence of a good inventory, it is expected that supervision activities and control of inventory items can run in an orderly and effective manner.

The community service activities carried out in Nyatnyono Village Office were expected to be able to contribute to some outputs so that it can provide long-term benefits for the village officials in the Nyatnyono Village Office. Also, training on office supplies management through orderly investment was expected to be able to control the rotation of goods entering and leaving the Nyatnyono Village Office. This control was aimed for easy detection for lent or lost goods. As a result, good inventory activities would contribute to the village officials' accountability in managing the budget provided by the village and the central government as well as can be used as a decision-making tool.

PROBLEM

Situation analyses have described the priority problems faced by Nyatnyono Village Officials. It was the inventory of office equipment and supplies which was often forgotten, even this activity is obligatory for each organization in ensuring stocks, accuracy, and control over supplies in an office. The absence of supplies inventory makes any goods or items in the office uncontrolled, clearly unrecorded as the list of inventory items owned as the organization assets. Basically, inventory activity is easy to do, but the lack of understanding by the village officials in the practice became an obstacle

in making items inventory codes. What happened in the field was that, the officials only recorded the items in the books with no classification based on the type or class of the items, type of items, and group of items. Therefore, items inventory procedures training needed to be conducted as a solution for this problem. Further, knowledge and skills provided in this training were expected to be helpful in the activity of supervision, and improve monitoring system as a form of accountability and as a medium which might help the village chief and village officials in decision making process.

In detail the changes in condition expected before and after the service program are as follows:

No.	Elements	Pre-service	Post-service
1.	Knowledge about office supplies	The activity partners had not knowledge about office supplies	The activity partners has knowledge about office supplies
2.	The provision of office inventory training	The activity partners never made an inventory ledger, and the book of inventory and non-inventory items classes	All partners are able to make an inventory ledger, and the book of inventory and non-inventory items classes
3.	Practice of items code labelling	The activity partners never did inventory items labelling	The activity partners practice inventory items code labelling

Table 1. Changes in condition expected before and after the service program

The expected targets from the service to Nyatnyono Village Officials were as follows:

1. Introduction of supply goods including non-durable goods or office equipment and durable goods or office supplies
2. Simulations of inventorying goods by making an inventory ledger, the book of inventory and non-inventory items classes and making inventory items codes
3. Evaluation of service activities to village officials that dealt directly with office inventory management activities.

The output expected to be achieved by the service to Budi Rahayu KWT members were as follows:

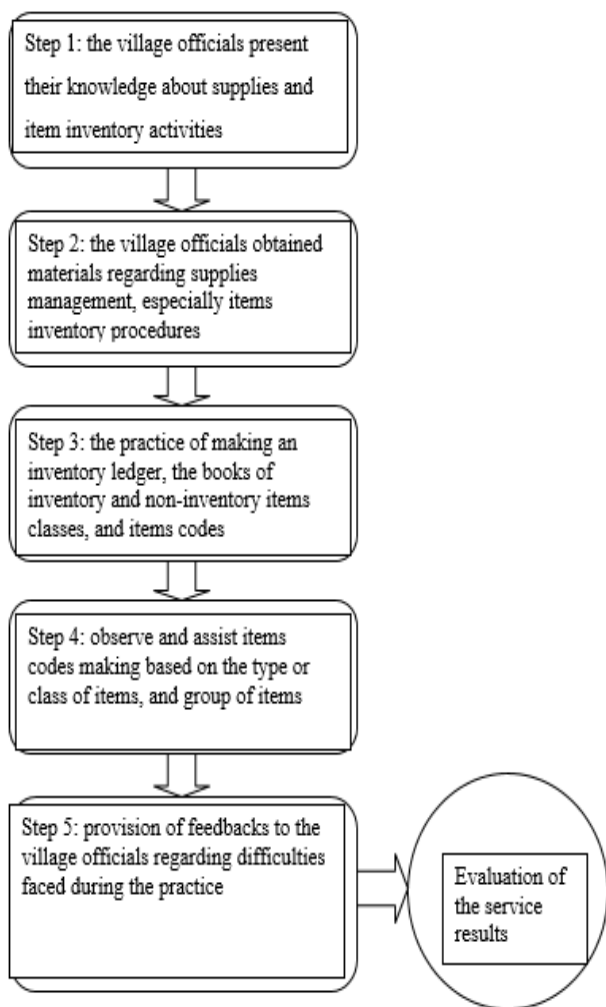
1. SOP (Standard Operating Procedure) regarding the management of inventory items in the Nyatnyono Village Office
2. Publication of articles from community service in the Nyatnyono Village Office, West Ungaran, Semarang Regency.

METHOD

Several approach methods were used to solve priority issues providing knowledge and skills to the Nyatnyono Village Officials in relation of items inventory activities. The methods are described as follows:

- a) Identification of the extent of knowledge of the village officials regarding financial management

- supplies management, including items inventory activities
 - b) Socialization of the importance of inventorying all supplies, especially items that have more than one year use value.
 - c) Provision of items inventory by making an inventory ledger, the book of inventory and non-inventory items classes, and items codes
 - d) Provision of assistance and observation of the practice of making codes for non-durable inventory items
 - e) Provision of feedbacks
- Furthermore, the strategic steps conducted by the service team are formulated in the following flowchart.



DISCUSSION

The complexity of activities in an office often causes confusion in the implementation its task. Office activities are not just activities of writing and correspondence, but more than that. One of them is supply/ logistics management activities. Logistics management activities consist of planning, procurement, use, utilization, security, maintenance, deletion, transfer, administration, report, valuation, guidance, supervision and control. The village assets planning for 1 year needs is included in Village Government Work Plan (RKPDesa) and decided in the village budget (APBDesa) after

considering the availability of assets. Meanwhile, the provision of village assets such as goods or services is regulated by the Regulations of the Regent / Mayor based on the provisions of the legislation. However, in the Nyatnyono Village Office, there were no guidelines for the procurement of goods and services issued by the local government.

Each village officials must have a commitment to maintain administrative order in the village. The unknown thing by the villagers was there are rules governing the management of village assets. We have provided education regarding the latest legislation to provide information for the village officials of Nyatnyono. The phenomenon in the field was not much different from the results of the initial observations that have been made, namely the inventory of goods has not been fully carried out. In addition, there was no List of Room Inventories (DIR) and there was no inventory ledger, even there were only some items were inventoried.

The service activity began with an initial visit to identify the needs of Nyatnyono village officials. The details of community service activities that have been carried out are as follows:

1. Initial observation

The initial observation activity in Nyatnyono Village Office was realized by initial survey, namely doing preliminary observation by observing the inventory items, asking the availability of the inventory ledger, and list of room inventory (DIR). Besides, the team also discussed the problems found through interview with the Village Secretary, and the Head of General Affairs and Planning. Then, the results of these activities were used to identify problems. This initial observation showed several problems such as the absence of village officials who were aware of the existence of legislation regarding the management of regional assets. Even the legislation is stated in the Republic of Indonesia Minister of Home Affairs Regulation Number 1 of 2016 concerning Management of Village Assets. Next, the team found inventory items purchased using the Regional Revenue Budget / State Revenue Budget and village funds were not properly inventoried, meaning that labeling of inventory items has not been carried out, and there was no availability of a Room Inventory List Card (DIR) and an inventory ledger.

2. Formulation of Activities

Once the identification on the materials to deliver to the village officials was ready, and adjusted based on the needs, the service team conducted a coordination to formulate the service. In short, it was decided that the service team would do the serve activities through the provision of materials, and practice concepts.

3. Preparation of Administrative Terms

After organizing the concept of activities, the community service team drafted the administrative requirements in the form of willingness confirmation by directly meeting and handing in a

permission letter to the Head of Nyatnyono Village, West Ungaran. Also, the team prepared invitation letter for the participants, funding, seminar kit, event equipment and documentation media.

4. Final Coordination

The meeting with the Nyatnyono Village Office, West Ungaran was conducted a week before the implementation of the activity. The contents of the meeting were the final coordination to ensure every detail of the activity and ensure the availability of the place of activity.

5. Implementation

The training carried out by the community service team from Universitas Negeri Semarang was quite successful. It was proven by the number of village officials who attended the community service. Additionally, during the training, the village officials were responsive and active in joining every activity. They were serious and full of attention to the materials delivered by the presenters

CONCLUSION

There are many factors that influence the success of this service program. The factors that influence the success of this service activities are as follows:

1. Supporting factors

- a). Supports from the Village Secretary of the Nyatnyono Village Office, Ungaran Barat for permission to carry out activities
- b). Facilities and infrastructure supports provided by the Nyatnyono Village Office
- c). The enthusiasm of the service participants, namely of village officials and the head of the environment.

2. Inhibiting factors

The time was limited so that the village officials has not made improvements to the inventory of goods, including the updating of the inventory ledger. As a result, the team cannot measure the achievement in the implementation of logistics / supplies inventories.

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