

ABSTRACT

The purpose of this research is to explain how the arrangement of invoice archives at PT Pusaka Lintas Samudra. Data collection obtained through interviews, documentation observation and literature study. The results of this study illustrate that the arrangement of invoice archives in the Account Receivable section at PT Pusaka Lintas Samudra uses electronic and manual systems and is stored using a chronological alphabet system.

The findings of this study are in accordance with the opinion of Dewi (2007) and Gie (1980: 13)

Keywords: arrangement, archives, archives, manuals, electronics

ABSTRAK

Tujuan penelitian ini adalah untuk menjelaskan bagaimana penataan arsip *Invoice* di PT Pusaka Lintas Samudra. Pengumpulan data didapat melalui wawancara, observasi dokumentasi dan studi pustaka. Hasil penelitian ini menggambarkan bahwa penataan arsip *invoice* dibagian *Account Receivable* di PT Pusaka Lintas Samudra menggunakan sistem elektronik dan manual dan disimpan menggunakan sistem abjad berkronologis.

Temuan penelitian ini sesuai pendapat Dewi (2007) dan Gie (1980:13)

Kata Kunci : penataan,arsip, Arsip, Manual, Elektronik