

IMPLEMENTING THE THEORY BUSINESS RECORD IN DISTANCE LEARNING IN THE BUSINESS PROCESS OF THE BALQIS TRAVEL GROUP

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Abstract

Universitas Terbuka is a Distance Open University (PTTJJ) with the concept of independent learning. Students are required to be independent in the entire learning process, but the university still provides mentoring facilities according to student needs. For example, students can take use of the module/RBV. One of the students succeeded in applying the theory in the RBV ASIP4314 Business Records. The theory is implemented in the business process of the Balqis Travel Group. The Balqis Travel Group is a realization of the local business that needs to be developed in order to be competitive. The research design used to experiment with qualitative methods. Students are asked to apply the theory of Business Records that are adapted to the needs and the latest technological developments. The results showed that there was a real change before and after the implementation of the experiment. The Balqis Travel Group archives are more organized, accessed in real-time, quick to retrieve, attractive appearance, varied content, integrated promotions.

Keywords: Business record, distance learning, balqis travel group

1 INTRODUCTION

The Open University is a Long Distance Open College (PTTJJ) with the concept of independent learning. Students are required to be independent in the entire learning process. As a higher education institution, UT is responsible for educating students so that competence increases both soft skills and hard skills. So that students have the readiness to open new jobs, elaborate knowledge, experiences, and student interests while studying at UT. One of the courses that discuss business archives is ASIP4314. This course discusses business records management in government and private organizations. Management of Business Records includes Corporate archives, types, and formats, as well as the application of archival theory and record administration in an organizational context. So that through the Business Records course, students are expected to be able to understand and be able to apply archival theory and Archive Administration or Records in the context of organizations both government and private institutions.

The role of business archive courses as a foundation of student knowledge is very important, they learn how to search literature, and manage business records or archives, and some of the core courses of the study program in supporting entrepreneurial success. In general, archives and records cannot be said to be just a by-product of the company's activities in achieving its goals.

As we all know that today's business activities are increasingly complex and the level of regulation (regulation) in our society is also increasing. This causes the number of records that must be arranged and organized within the company to grow exponentially which causes the complexity of the requirements for the record-keeping system. With increased activities within the company, automatically the creation and receipt of transaction documents will increase, which is an indication that the records created, received, and collected are also increasing, so they need better storage and management. Collected records and archives can be said to be the center of corporate memory (corporate memory).

A good system will support efficiency and accountability through the creation, management, and retention of appropriate, reliable, accessible, and durable evidence of the implementation of company activities. Every organization or institution, both government and private, or individuals will create archives. Because archives are recorded information that is created (intentionally created), collected, and maintained in the context of carrying out organizational operational activities. Most government and private organizations have different systems to monitor or control their archives.

Then with the development of the organization, people pay more attention to and feel how important an archive is, not only to support legal activities and responsibilities but also to start how to manage it efficiently for the benefit of the company's activities in the future. Finally, archives are mission-critical business resources. Archives need to be managed because they are an added value to the business, organizational assets, and both government and private institutions, not just accountability. Of course, as a foundation for managing business records as a result of organizational activity transactions. Another understanding is said that archives are carriers, products, and documentation of business transactions (business transactions).

Along with the development of the internet, many online systems have been built, which allow anyone to access it from anywhere and get the latest information. One service business that prioritizes service is the travel agent business, which requires accurate and fast information technology assistance. People's travel needs, which previously only needed transportation tickets such as airplanes and trains, are starting to develop into hotel bookings, car rental services, and holiday packages, to support all types of payments.

LITERATURE REVIEW

As in the journal written by Roger Dow, a president and CEO of the United States travel association, entitled "Travel Effect: A Call to Lead, a Means to Do So" there are at least 6 things that make traveling necessary and have many benefits. , namely: relieving stress, reducing the risk of disease, building and strengthening bonds of brotherhood, eternal learning, adding insight, and building a soul of leadership within. Balqis Travel Group is here as a form of business realization in responding to challenges and business opportunities that are so wide open where we are here to take part in fulfilling the demands of the wider community in traveling and not only selling tickets but also the concept of travel and facilities and all payments. This gives the sense that business records are recorded information in any form that is created in carrying out activities. Business archives have limited properties and cannot be accessed by other companies because they are still active archives.

From this, it can be seen that travel companies must also have archives as a historical source for the formation of a company. This understanding can be developed in the context of the company and is called a corporate record. Corporate records: records are produced and retained by a business in the process of acting as a corporation, as a self-regulating body in its administration, organizations, and operations as a legal business. So that further if it is noticed that the archive is the center of corporate memory (corporate memory), because the archive provides evidence of activities and decision materials as well as elements needed in accountability.

In addition, archives also support policy formation and decision-making, protect company interests, and the rights of employees, customers, and citizens, and help companies to conduct their business and deliver their services consistently and fairly. The travel agent business also requires an Android application and an autopilot website. Times have changed, and the way of doing business has also changed. With an autopilot website, online reservations and correspondence are now very possible using computer and internet facilities. So that the transactions created are correspondence, invoices, and receipts, in electronic form. This causes the company to carry out activities in handling business records created as a result of activity transactions. An autopilot website where consumers can make bookings and issues directly on the website without the help of operators and we can also make prices cheaper than other websites. The travel website will work 24 hours, from morning to morning. All reservations that occur on the website run automatically thanks to this autopilot website.

Recorded information created, stored, and maintained by an organization in the course of carrying out its business activities. Managing business records and archives requires a system that is by the needs and standard principles to achieve efficiency and economy. The type of records created in an organization will depend heavily on its substantive and facilitative functions, vision, mission, goals, and corporate context. TR. Schellenberg explains activities that carry out substantive functions, it will be evident that the records created are different from one to another. This means that each organization will produce different types of records. While the types of records that are facilitative, at least almost all companies create and collect them, such as archives related to laws or regulations, public relations, marketing, personnel, finance, and production.

2 METHODOLOGY

The Open University is a Long Distance Open College (PTTJJ) with the concept of independent learning, students are required to be independent in the entire learning process. One of the students successfully applied this theory in RBV ASIP4314 Business Archives. The theory is implemented in Balqis Travel Group's business processes. Balqis Travel Group is a local business realization that needs to be developed to be competitive. The research design used is an experiment with qualitative methods. Theory of Business Archives adapted to the needs and latest technological developments.

3 FINDINGS AND DISCUSSION

Law No. 8 of 1997 is an organizational document for both the government and private institutions consisting of records, bookkeeping evidence, and financial administrative support, which is evidence of the existence of rights and obligations as well as the business activities of a company. The results showed that there were real changes before and after the experiment was carried out. Correspondence, real-time transactions, and Balqis Travel Group's social media accounts have become more organized and have become an attraction for customers. Every transaction has promos, cashback, and lower prices. The advantages of being able to exchange credit for money, Umrah packages, and the most complete transactions throughout Indonesia. Deposits can use rupiah, ringgit, Singapore dollars, USD dollars, and Hong Kong dollars.

Balqis Travel Group already has a business establishment law that is a profitable business or a business that can also be classified as a private organization, business activities will provide an overview of document transactions and users and stakeholders (shareholders) handled and served in the company concerned. Then, Balqis Travel Group has been integrated with the autopilot

website and android application. An autopilot website where consumers can make bookings and issues directly on the website without the help of operators and the Balqis Travel Group can also make prices cheaper than other websites. The travel website will work 24 hours, from morning to morning. All reservations that occur on the website run automatically. Record formats are divided into paper and non-paper. Paper can be both loose and bound. Meanwhile, the current non-paper record formats are very varied and numerous. We can view and search for documents that are owned both at home and at work. Because it has weak physical characteristics, the storage and handling of this type of archive must be careful and careful. Business records have limited access for both government and private organizations.

Therefore, the company's internal policies must be made to comply with the provisions. For the company to expand its activities, product marketing is needed through advertising and offering conveniences that can be utilized by clients.

Image 1
Risk-Based Business Licensing



Image 2

Balqis Travel Group website <http://balqistravelgroup.com>

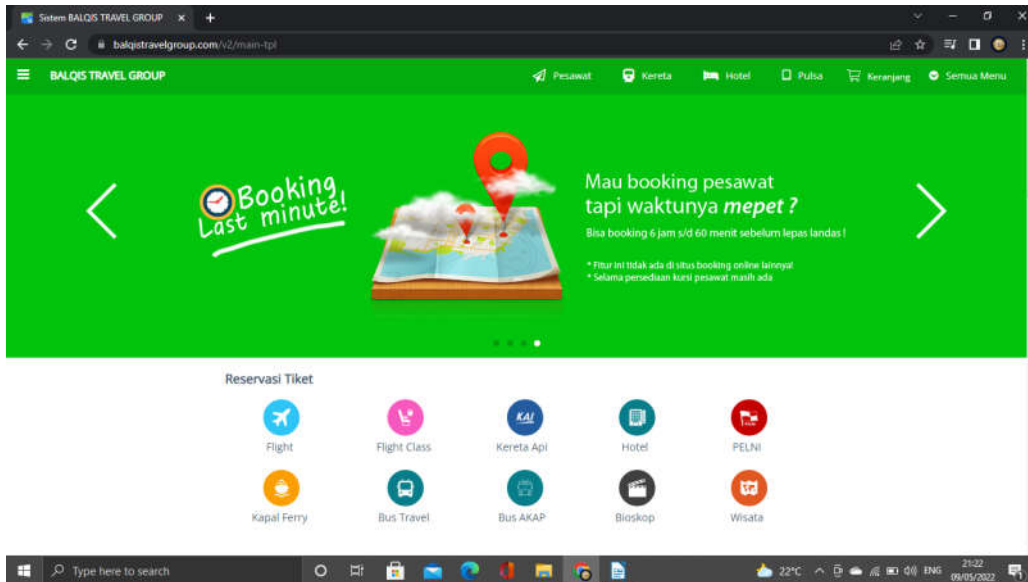


Image 3

Balqis Travel Group Android Application <http://bit.ly/BalqisTravelGroup>

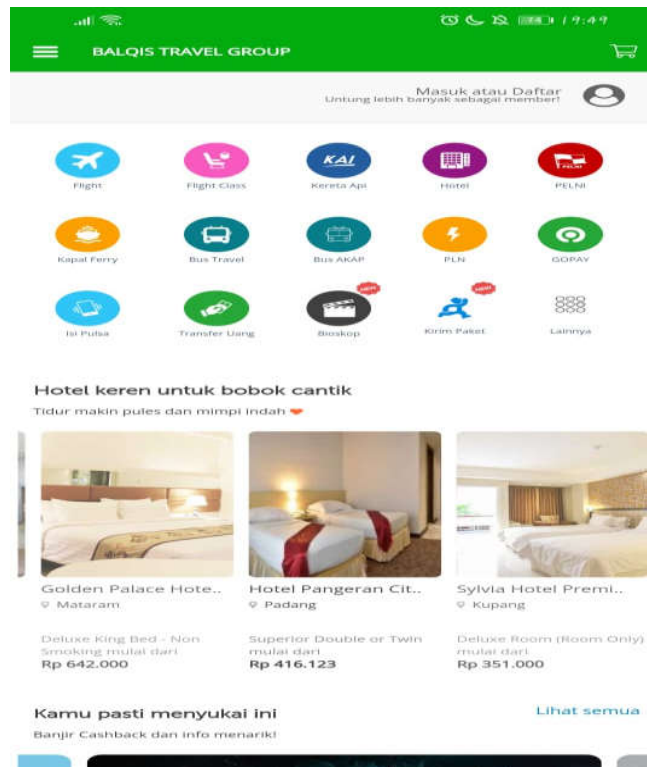


Image 4

Instagram account <https://instagram.com/balqistravelgroup?igshid=YmMyMTA2M2Y=>

Twitter account <https://twitter.com/balqistravelgrp?t=99-uVkrIHxfrtZuYko50Bg&s=09>

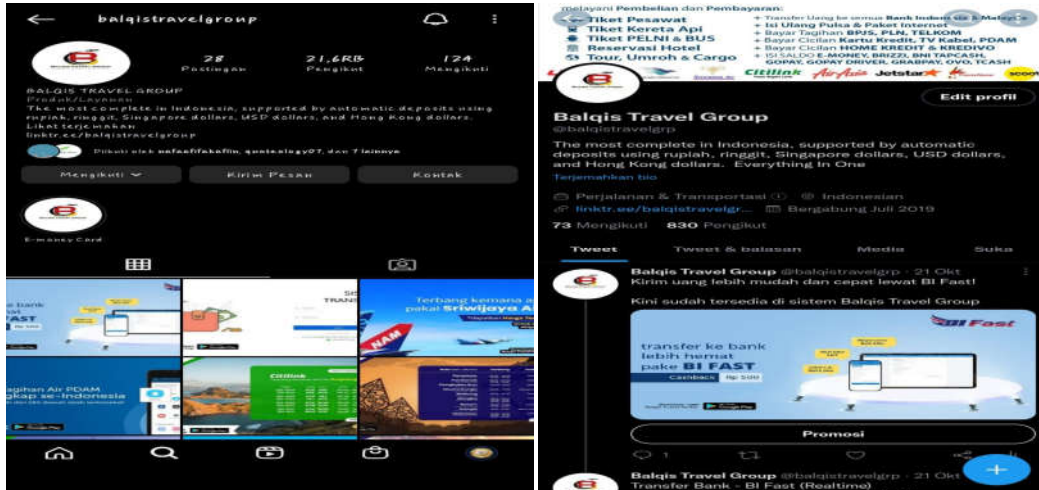


Image 5

Banners

Supported by



BALQIS TRAVEL GROUP

melayani Pembelian dan Pembayaran:

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">  Tiket Pesawat  Tiket Kereta Api  Tiket PELNI & BUS  Reservasi Hotel  Tour, Umroh & Cargo | <ul style="list-style-type: none"> + Transfer Uang ke semua Bank Indonesia & Malaysia + Isi Ulang Pulsa & Paket Internet + Bayar Tagihan BPJS, PLN, TELKOM + Bayar Cicilan Kartu Kredit, TV Kabel, PDAM + Bayar Cicilan HOME KREDIT & KREDIVO + ISI SALDO E-MONEY, BRIZZI, BNI TAPCASH, GOPAY, GOPAY DRIVER, GRABPAY, OVO, TCASH |
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<http://balqistravelgroup.com>





4 CONCLUSION

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successfully applied this theory in RBV ASIP4314 Business Archives. The theory is implemented in Balqis Travel Group's business processes. Balqis Travel Group is a local business realization that needs to be developed to be competitive. In general, archives and records cannot be said to be just a by-product of the company's activities in achieving its goals.

Therefore, the internal policies of both government and private organizations must be made to comply with the provisions. The results showed that there were real changes before and after the experiment was carried out. Correspondence, real-time transactions, and Balqis Travel Group's social media accounts have become more organized and have become an attraction for customers. Every transaction has promos, cashback, and lower prices. The advantages of being able to exchange credit for money, Umrah packages, and the most complete transactions throughout Indonesia. Deposits can use rupiah, ringgit, Singapore dollars, USD dollars, and Hong Kong dollars. Balqis Travel Group already has a business establishment law that is a profitable business or a business that can also be classified as a private organization.

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