

A black and white photograph showing a close-up of a filing cabinet. Several drawers are visible, each with a small label at the front that reads 'Financial'. To the right of the cabinet, there is a large, thick stack of papers or files, suggesting a backlog of documents.

Archival and Analyst Process for Financial Documents

Annual Audits

The Audit Board of Republic Indonesia (external) and Inspectorate General (internal) conducts audits across various divisions.

Finance Archivist Role

Support the finance team by preparing and organizing the necessary documents for audits.

Overview of Financial Document Archiving

Document Management

Ensure completeness and accessibility of financial documents, particularly annual disbursement records.



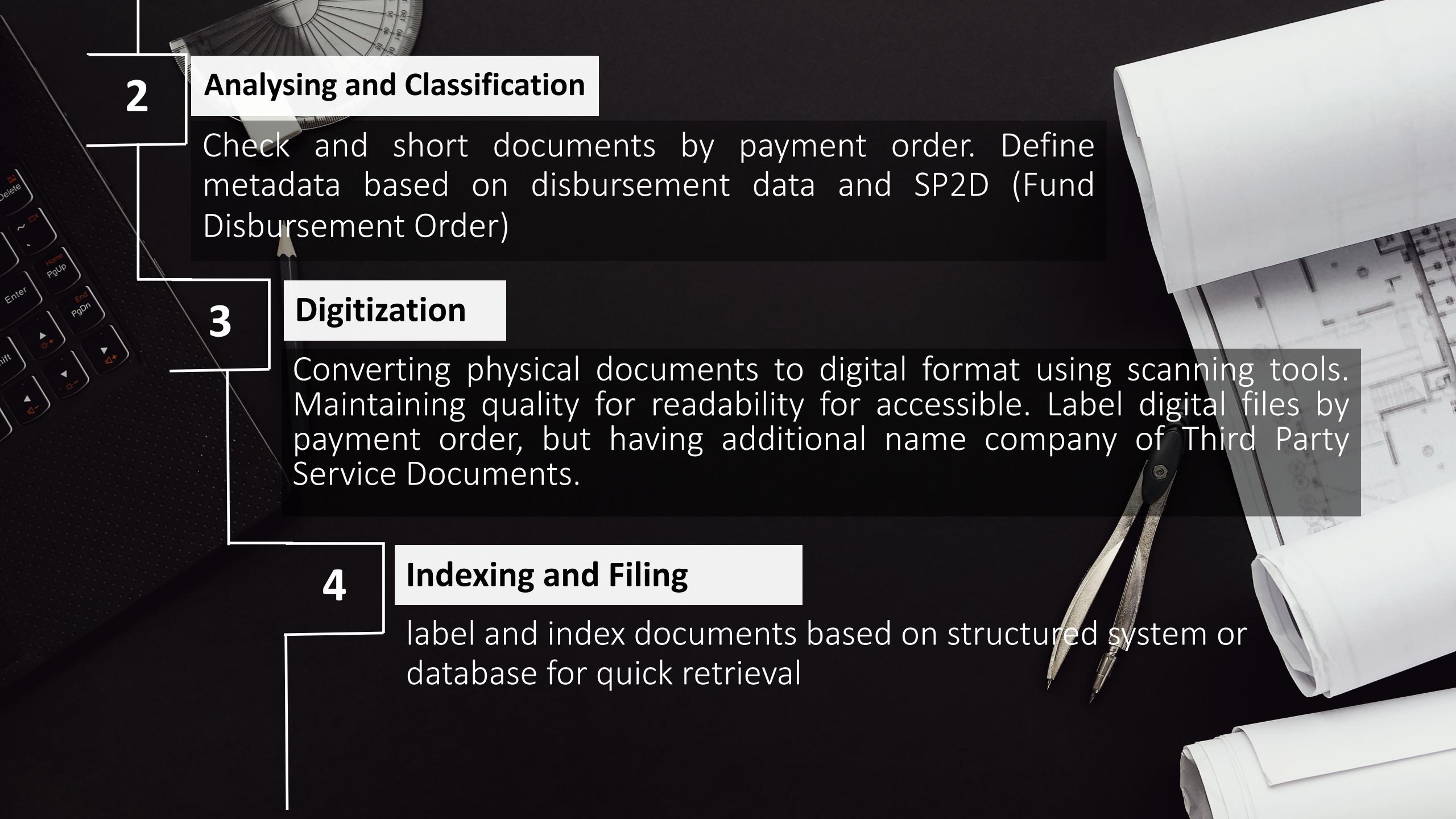
1

Document Collection

Gather and check all documents to be archived ensuring each is complete and accurate

Document Archiving Step





2

Analysing and Classification

Check and short documents by payment order. Define metadata based on disbursement data and SP2D (Fund Disbursement Order)

3

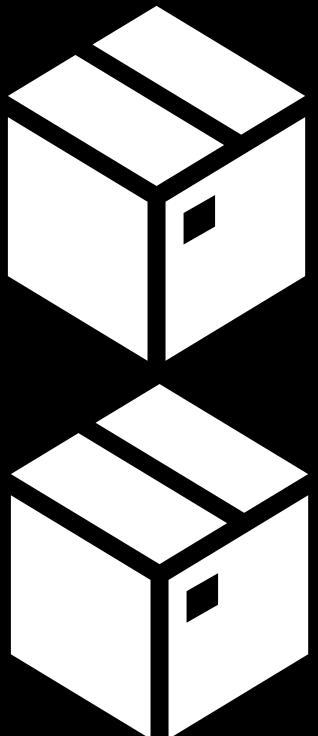
Digitization

Converting physical documents to digital format using scanning tools. Maintaining quality for readability for accessible. Label digital files by payment order, but having additional name company of Third Party Service Documents.

4

Indexing and Filing

label and index documents based on structured system or database for quick retrieval



5

Storage

Physical Storage

Organized archive rooms for hard copies of documents

Digital Storage

Drive systems for easy access to digitized files



Analysis Process

Excel Integration

Developed a simple system integrating disbursement and archiving files into a single document.

Schema Alignment

Utilized common schema between disbursement process and produced documents for consistency

Enhanced Tracking

Improve ability to track and retrieve information, facilitating better audit requirements.

1

2

3





Key Analysis Questions

Questions

Which unit has most disbursement?

Most common document type per unit?

Busiest disbursement month?

Year-end document completion rate?

Fastest and slowest unit for completion?

Purposes

Identify high-activity areas

Understand unit-specific needs

Plan resource allocation

Assess overall efficiency

Identify best practice

Data Analysis Approach

Descriptive Analysis

Summarize data in general to give portray and describe patterns in the archival data



1

2

3

Trend Identification

Analyze pattern of disbursement and identify seasonal variations

Performance Metrics

Check performance each unit to measure efficiency and effectiveness archival and disbursement process

Data Analysis Step

Data Understanding

Disbursement Data
data recording for
disbursement
application

Archiving Data

Archiving data
based on SP2D

1

Data Visualization

- Interactive dashboard creation using simple excel
- Apply slicer for easier shorting
- Data based on Key Analysis Questions
- Combine chart and table for comprehensive view

3

Data Cleaning

Check and remove error spelling, blank cell, formatting, irrelevant information to ensure data quality

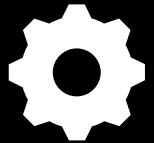
2

Interactive Dashboard

DISBURSEMENT AND ARCHIVE SETDITJENBUD



Results and Benefits



Increasing efficiency

Streamlined processes lead to better overall productivity in financial operations

Improvement in document retrieval times

Quick access to documents reduces time spent searching for information and disbursement processing time



Accessible

Digital archives and disbursement allow authorized personnel to access documents anywhere, anytime