

ABSTRACT

Latifa Styaningrum (11190141), Document Filing Information System at PT. BCA Finance South Jakarta.

PT. BCA Finance is a company engaged in the financing of four-wheeled vehicles or more. In the company PT. BCA Finance, there is a unit called the Archive Management Unit that manages the archiving of consumer documents and is done manually, let alone thousands of data managed. Document filing systems that still use manual methods are increasingly showing weaknesses, such as inputting errors, the length of time for data searching and the recurrence of data and reports. This can disrupt work processes within the company. The method used in this research is data collection, interviews with leaders and literature study. The results of this study are a web-based document filing information system that really helps PT. BCA Finance so that data input and search and report generation can be done more quickly and minimize the recurrence of data and reports. The use of web-based document archiving information systems is also a relatively inexpensive means and in accordance with technological developments that are increasingly increasing.

Keywords: *Archiving, Company, Web*

