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ANALYSIS OF THE BIN CARD MANAGEMENT SYSTEM

as an Inventory Control Tool at the Beverly Hotel in Batam

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INTRODUCTION

Beverly Hotel Batam is a four-star hotel established in 2018 and owned by PT Alexindo Grahapratama. Since July 30, 2019, the hotel has been managed by Topotels Hotel and Resorts. Located at Jalan Raden Patah No. 12, Lubuk Baja, Nagoya, the hotel is situated in a strategic area that serves as the center of business, commerce, and entertainment in Batam City.

BACKGROUND

In the hospitality industry, inventory management is crucial for ensuring smooth operations. One of the tools used is an inventory card to track the movement of goods.

However, at the Beverly Batam Hotel, inventory card record-keeping is not yet optimal. There are still discrepancies between the data on the inventory cards, the system, and the physical stock in the warehouse due to manual record-keeping, which is prone to errors. This situation leads to stock discrepancies, delays in meeting departmental needs, and hinders hotel operations.

Therefore, improvements are needed through the development of a manual to serve as a guide for using bin cards, so that inventory tracking is more accurate, effective, and controlled.

LITERATURE REVIEW

Inventory Control

Hotel operations require sufficient and balanced inventory levels. Inventory discrepancies often occur due to data management errors by the receiving department (Fitriana et al., 2024; Sabilla & Mahendra, 2022).

Inventory Accounting System

An accounting system supports internal control through procedures and record-keeping that enhance the reliability of information (Alifanny, 2020).

Computerized System

An accounting system supports internal control through procedures and record-keeping that enhance the reliability of information (Alifanny, 2020).

Manual Recording

Manual recording carries the risk of causing inventory data discrepancies (Kartinah & Kuncara, 2021).

Inventory Count

An inventory count is the process of physically counting inventory to verify that it matches the recorded stock data (Widjajati & Purba, 2024). Discrepancies often occur due to delays in recording and a lack of thorough verification (Safitri & Reviandani, 2024; Manurung et al., 2024).

SOLUTION

To address the issues related to inventory management at the Beverly Hotel in Batam, it is necessary to develop and implement a Manual Book to serve as a work guideline for the Store Keeper. This Manual Book contains standard procedures for recording incoming goods, storage, and issuance, thereby making the recording process more structured, consistent, and accurate.

The implementation is supported by daily control forms to track the movement of goods, the use of Microsoft Excel to ensure more efficient record-keeping with minimal errors, and the provision of computers for real-time data updates. In addition, inventory counts must be conducted periodically to ensure that the data matches the physical condition of the goods.

With these measures, inventory management at the Beverly Hotel in Batam is expected to become more effective, efficient, and accurate.

Aditama Ilmure: Implement a detaild Manual Book as a Zone Keeper guidebook.

Standard Procedures (Workunit): Recording incoming goods, storage, issuance.

SUPPORTED BY

- Daily Control Form (Track Movement)
- Microsoft Excel (Efficient record-keeping)
- Computer Precision (Use bar-code)
- Periodic Checks (Data Verification)

GOAL: Effective, efficient, and accurate inventory management.

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