

ABSTRACT

Business processes within a company, transactions and purchases. These are goods or services that are traded. Similarly, what happened in the AUTO TS Workshop that runs in the field of machine repair, spare parts sales, and car body painting. administration is responsible for financial data and archives. the administration will check the stock of goods, process transactions, archive data, and create financial statements. In transaction processing, the administration will record every transaction in the sales and purchase books. But in data processing often occurs data errors due to data archiving less neat. To overcome these problems done in the AUTO TS Workshop in the future can be implemented in order to facilitate the administrative staff to create monthly and daily reports.

Keywords: AUTO TS Workshop, Administration, data archive, transaction.