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# Assistance in Administrative Organization and Digitization of Financial Reporting for Al-Mashduqiah Garment Workshop

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**Abstract:**
This community service activity aims to improve administrative organization and the ability of the management of Al-Mashduqiah Convection to record and manage financial transactions digitally. The activity employed a participatory mentoring approach that positioned the management as active partners throughout the implementation process. The activities consisted of initial observation and problem identification, administrative document organization, transaction recording format design, training in the use of digital financial recording systems, direct practice and mentoring, and evaluation. Data were obtained through observation, interviews, documentation, and direct practice. The results indicate improvements in administrative organization and the management's understanding of financial recording. Administrative documents began to be systematically classified, transaction evidence was organized for proper archiving, and income and expenditure transactions could be recorded using a digital format. The management also began to perform transaction recapitulation and prepare simple financial reports in a more structured manner. The mentoring process demonstrates that financial recording digitalization requires not only a simple system adapted to the needs of the business, but also practical training and continuous assistance to ensure consistent implementation. This activity contributes to strengthening business governance by promoting more organized, traceable, and accountable administrative and financial management.

## INTRODUCTION

Micro, Small, and Medium Enterprises (MSMEs) play a vital role in supporting economic activity within the community (Pratiwi et al., 2023). Beyond creating employment opportunities, MSMEs serve as a vehicle for communities to develop economic activities rooted in local potential. The long-term sustainability of an MSME depends not only on its ability to produce and market goods but also on the business owner's capacity to maintain organized administrative and financial records. Sound administration provides a structured overview of business operations, while systematic financial record-keeping serves as a foundation for evaluating the business's status and making informed operational decisions.


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A persistent challenge for many MSME owners is the lack of robust administrative and financial record-keeping systems (Rahma et al., 2025). Business activities—such as purchasing raw materials, managing production costs, paying labor, recording sales, and handling various operational expenses—require organized documentation to accurately track the business's financial health. Inadequate record-keeping makes it difficult for owners to distinguish between income and expenditures, determine actual profit, or assess the progress of their business. This issue is further compounded when transactions are recorded manually and lack a proper document-filing system.

The advancement of digital technology offers MSMEs an opportunity to enhance the efficiency of their administrative and financial management (Islamiati et al., 2025; Basofitrah, et al., 2026). Digitalization enables more systematic transaction recording, facilitates easy updates, and allows for the rapid generation of financial summaries. Implementing technology in financial management also helps mitigate risks such as the loss of records, calculation errors, and delays in accessing financial information. However, successful digitalization requires more than just providing software or recording templates; it necessitates ongoing guidance to ensure that business owners fully understand the functions, procedures, and proper usage of these tools. This situation is also a point of concern in the management of Konveksi Al-Mashduqiah (Di et al., 2025). As a business entity operating in the garment/apparel sector, its operations inevitably involve various transactions—ranging from raw material procurement and production processes to operational costs and product sales. The complexity of these activities necessitates an administrative and financial recording system capable of providing clear, structured information. Initial assessments conducted during this community service project indicate a need to strengthen administrative organization and financial reporting, ensuring that transaction data is properly documented and can serve as a basis for business evaluation.

These administrative and financial challenges suggest that the management requires a system that is simple, easy to implement, and well-aligned with the specific characteristics of their business operations (Cetak, 2020; Basofitrah, et al., 2026). Mentorship is essential here, as transitioning from conventional record-keeping to a digital system requires both learning and hands-on practice. Through this guidance, the management is not only introduced to the concepts of financial recording but is also directed to document transactions based on their actual business activities. Consequently, the system developed can be tailored to the specific needs and capabilities of the management.

In light of these issues, this community service initiative focuses on organizing administrative processes and digitizing financial reporting at Konveksi Al-Mashduqiah (Mulia, 2025). The mentorship process includes several stages: assessing the initial state, organizing administrative documentation, developing transaction recording

formats, providing training on digital financial recording, facilitating hands-on practice, and evaluating the implementation of the system (Samosir et al., 2026). This initiative is intended to assist the management in establishing a more organized administrative system, ultimately generating financial information that is easier to understand and utilize for business decision-making. Thus, the objective of this community service initiative is to enhance the capabilities of the managers of Konveksi Al-Mashduqiah in organizing business administration and implementing digital financial record-keeping, thereby fostering financial management that is more systematic, transparent, and sustainable. This assistance is also intended to serve as an initial step toward strengthening business governance and supporting the sustainable development of Konveksi Al-Mashduqiah (Fitria, 2020).

## RESEARCH METHOD

This community service initiative employs a participatory mentoring approach, which positions the management of Konveksi Al-Mashduqiah as an active partner throughout the processes of problem identification, training, practical application, implementation, and evaluation (Hermanto et al., 2025). This approach was selected because the challenges faced by the partner extend beyond the mere availability of administrative templates and financial record-keeping formats; they also encompass the management's capacity to implement such systems consistently. This type of mentoring model has been utilized in various community service projects to assist micro, small, and medium-sized enterprises (MSMEs) in transitioning from manual record-keeping to digital-based financial accounting.

### Location and Targets of the Activity

This community service initiative was carried out at Al-Mashduqiah Garment Production (Konveksi Al-Mashduqiah), a business unit within the Al-Mashduqiah environment. The primary target participants were the owners and/or managers directly involved in administrative tasks, transaction recording, the management of income and expenditures, and the preparation of business financial reports.

The selection of Al-Mashduqiah Garment Production as a partner was based on the need to improve the organization of its administration and financial management. The nature of garment production—which entails raw material transactions, manufacturing processes, operational costs, and sales—requires a recording system capable of providing information in an organized and easily traceable manner. Consequently, the assistance provided focused not only on the introduction of technology but also on fostering the habit of systematic record-keeping.

### Stages of Activity Implementation

The implementation of the activities is carried out in five main stages: observation and problem identification, design of an administrative system, training,

practice and mentoring, and evaluation (Nur et al., 2026). These stages are structured sequentially to ensure that the implemented system can be tailored to the specific conditions and needs of the partner.

The first stage is observation and problem identification. During this phase, the existing administrative and financial activities at Konveksi Al-Mashduqiah are examined. This identification process covers how transactions are recorded, the types of documents used, the mechanisms for storing transaction evidence, the recording of income and expenditures, and the process of preparing financial reports. Observations are also conducted to assess the management's proficiency in using digital tools for record-keeping purposes.

The second stage involves designing an administrative and financial recording system. Based on the observations, the team develops an administrative format that is simpler and easier for the partner to implement (Bisma Widyawana, 2025; Basofitrah, 2025). The system encompasses the recording of income, expenditures, material purchases, sales, and financial summaries. It is designed as a digital system, enabling the management to input transactions regularly and generate financial summaries with greater ease. Developing a simple system tailored to the partner's needs is crucial to ensure that digitalization does not become an additional burden for the business owner. This aligns with previous mentoring initiatives for MSMEs, which demonstrated that the use of simple digital systems helps business owners maintain more organized records.

The third stage is training. Training is provided to the management of Konveksi Al-Mashduqiah regarding the importance of business administration and financial record-keeping. The material covers the categorization of transactions, the recording of cash inflows and outflows, the storage of transaction evidence, the separation of business transactions, and an introduction to basic financial reporting. In addition to these conceptual aspects, participants receive training on how to use the digital recording format that has been prepared.

The fourth stage consists of practice and mentoring. At this stage, the manager records actual business transactions with the assistance of the community service team. This hands-on guidance ensures that every transaction is correctly classified and logged in the appropriate category. The manager is also instructed on how to compile a summary of transactions, enabling them to track total income, expenses, and the business balance. A practical, hands-on approach was chosen because previous community service initiatives demonstrated that intensive guidance helps MSME owners master digital recording systems, eventually empowering them to manage their own bookkeeping independently.

The fifth stage is evaluation. This phase assesses the success of implementing the digital administrative and financial recording system. The evaluation involves comparing conditions before and after the assistance—specifically regarding administrative consistency, the completeness of transaction records, proficiency in

using the digital system, and the ability to generate financial summaries. Furthermore, the evaluation serves to identify any remaining challenges faced by the manager, allowing for appropriate follow-up actions.

**Data collection technique**

Data for the activities were gathered through observation, interviews, documentation, and hands-on practice. Observation was used to gain an overview of the partners' administrative conditions and financial record-keeping. Interviews were conducted with the managers to identify their needs, challenges, and experiences in managing business administration. Documentation was used to collect evidence of the activities and relevant administrative records, while hands-on practice served to assess the managers' ability to implement the record-keeping system that had been introduced.

The use of observation, interviews, and documentation is also common practice in financial management assistance for MSMEs, serving both to identify initial conditions and to evaluate changes following an intervention.

**Indicators of Success**

The success of the activity is measured through the following indicators:

**Table 1. Indicators of Success**

| No | Indicator | Expected Conditions |
|---|---|---|
| 1 | Administrative organization | Business documents are organized and easy to track. |
| 2 | Recording of transactions | Income and expense transactions are recorded on a regular basis. |
| 3 | Digitalization | The management is capable of using a digital recording system. |
| 4 | Financial recapitulation | Transaction data can be summarized systematically. |
| 5 | Financial statements | Simple financial reports are available |
| 6 | Autonomy of the management | The manager is able to continue the recording process without direct assistance. |

These indicators were selected because the objective of the initiative goes beyond providing a one-off training session; it aims to build the capacity of managers so that they can independently implement administrative and financial recording systems. A similar approach is observed in support programs for MSMEs, where success is measured by improvements in the ability to use software applications, record transactions, and prepare financial reports.

## RESULT AND DISCUSSION

### Result

**Initial Administrative and Financial Status of Al-Mashduqiah Garment Production (Konveksi)**

The community service initiative began with an observation of the administrative and financial management practices at Konveksi Al-Mashduqiah

(Mandiri et al., 2026). This observation was conducted to gain an understanding of the existing mechanisms for recording transactions, storing documents, managing income and expenditures, and the format of financial reports currently in use. This initial phase served as the basis for determining the type of assistance best suited to the needs and capabilities of the business managers.

The observations indicated that administrative organization and financial record-keeping require strengthening to ensure that information regarding business activities is documented more systematically (Purnomo, 2020). In a garment production (konveksi) business, transactions take various forms—ranging from the procurement of raw materials, production cost payments, and operational expenses to revenue generated from product sales. If these transactions are not recorded and archived systematically, managers may struggle to retrieve information concerning total income, expenditures, cash balances, or business performance over a specific period.

These challenges extend beyond the mere recording of transactions; they encompass the entire administrative system (Solehah et al., 2026). Poorly organized transaction documents can hinder the retrieval process when verification is required. Consequently, the assistance provided does not focus solely on the adoption of technology; rather, it begins with improving basic administrative practices, which serve as the foundation for implementing digital financial record-keeping.

This situation suggests that the digitalization of financial reporting must be carried out in stages. The use of digital tools is only truly beneficial when supported by clear recording procedures and disciplined administrative habits. Therefore, the assistance program is designed to integrate document organization with a digital financial recording system.

**Business Administration Organization**

The next stage involves organizing business administration (Juli & Putri, 2025). This process entails identifying the types of documents and information required for the operational activities of Konveksi Al-Mashduqiah. Transaction documents are categorized based on their type and purpose, ensuring they can be easily retrieved when needed.

Administrative organization focuses on several key areas: incoming and outgoing documentation, purchase and sales records, and other documents supporting business operations. This categorization aims to establish a streamlined administrative workflow that still provides sufficient information for management to conduct business activities effectively.

During the mentoring process, the management is guided to understand that every business transaction requires supporting evidence or a record, which serves as the basis for formal bookkeeping (Dendy Syaiful Akbar & Retno Dyah, 2025). These transaction records subsequently become the source of information when data is

entered into a digital recording system. This approach creates a link between physical documents and digital data, making financial records easier to trace.

Administrative organization is also aimed at fostering a habit of routine record-keeping (Verawati & Nuryani, 2026). Management is encouraged not merely to record transactions when reports are required, but to integrate record-keeping into daily operational activities. Establishing this habit is essential to ensure that the resulting financial information remains up-to-date and can be utilized for business evaluation.

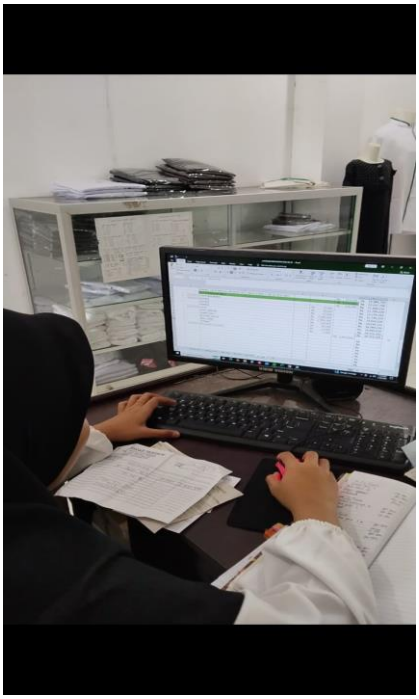

**Figure 1: The Administrative Organization Process at Al-Mashduqiah Garment Workshop**

## Implementation of Digitalized Financial Recording

Once the basic administrative aspects were organized, the initiative proceeded with the implementation of a digital financial recording system (Hidayat & Raganata, 2022). This digitalization utilized a recording format tailored to the specific activities and requirements of Konveksi Al-Mashduqiah. The system was designed for simplicity, ensuring it could be easily understood and operated independently by the management. The digital recording system covers both business income and expenditure transactions. Each transaction is logged with its date, a description, and the monetary amount. This data is then summarized, allowing management to track the business's cash flow over a given period.

In simple terms, the recording workflow can be outlined as follows:
Transaction Documentation → Transaction Identification → Data Entry → Summarization → Financial Reporting

Implementing this system has transformed the financial data management process. Previously, financial information had to be gathered from various disparate

records; the digital system, by contrast, consolidates all transactions into a single, more structured framework. Consequently, management can now perform reviews and summaries with greater ease.

Digitalization also helps mitigate the risks of recording errors and data loss (Larasati et al., 2023). However, these benefits are highly dependent on the management's consistency in entering transaction data. Therefore, the support provided did not end with the introduction of the digital format; it continued with hands-on practice using actual business transactions.

**Assistance in the Preparation of Financial Statements**

The implementation of digital record-keeping is directed toward the preparation of simple financial statements. Managers are provided with an understanding of the relationship between daily transactions and financial statements. Transactions recorded on a routine basis serve as the foundation for generating information regarding income, expenses, and business performance. The simple financial statements introduced during the assistance program include a cash report and a basic income statement. The cash report is used to track the flow of receipts and expenditures, while the income statement provides an overview of revenue and costs over a specific period.

The assistance is delivered through hands-on practice. Managers are asked to input transactions based on their business activities, after which the records are reviewed collectively (Jannah, 2026). If any errors in transaction categorization or data entry are identified, the support team provides an explanation and works with the managers to make the necessary corrections.

This hands-on approach is essential because the objective of the program extends beyond merely producing report formats; it also aims to enhance the managers' ability to understand the recording process. Consequently, once the assistance program concludes, the managers are expected to be capable of continuing the record-keeping process independently, without relying entirely on the support team.

**Enhancing the Capabilities of Managers**

The results of the assistance provided indicate improvements in administrative organization and the managers' understanding of financial record-keeping (Purwaningsih et al., 2026). These improvements are evident in the managers' ability to identify transactions, categorize documents, maintain records, and compile financial summaries.

**Table 2. Changes in Administrative Conditions and Financial Record-Keeping**

| No | Aspect | Before Mentoring | After Mentoring |
|---|---|---|---|
| 1 | Administration | Not yet optimally organized | Documents begin to be grouped systematically |
| 2 | Proof of transaction | Not yet documented in a | Transaction records are to be |

| | | | |
|---|---|---|---|
| | | structured manner | archived. |
| 3 | Recording of income | Does not yet use a structured format | Recorded in a digital system |
| 4 | Recording of expenses | Not yet structured | Recorded by type of transaction |
| 5 | Recapitulation | Requires manual inspection | Can be done via a digital system |
| 6 | Financial statements | Not yet systematically arranged | Simple financial reports are now available |
| 7 | Managerial capability | Still requires guidance/support | Beginning to be able to perform recording independently |

Note: This table is a framework for the results, not the final data. We will adjust it later based on the actual conditions you encounter in the field.

**Supporting Factors and Implementation Obstacles**

The implementation of the assistance process is influenced by several factors. Key supporting factors include the management's need for a more practical administrative and record-keeping system, as well as their active involvement throughout the assistance process. Such active participation from the partners is crucial, as the success of digitalization depends not only on the system itself but also on the management's willingness to implement it consistently.

Meanwhile, potential challenges in adopting digital record-keeping may arise from existing, long-standing recording habits, the level of proficiency in using digital tools, and the consistency required for entering transactions (Hasan et al., 2026). Consequently, the implemented system must be designed to be simple and easy to understand. A gradual approach to assistance is also necessary to allow the management to adapt to the new procedures.

## Discussion

Administrative organization is a crucial component in establishing better governance for MSMEs. Well-organized administration ensures that every business transaction is clearly documented, allowing information to be retrieved whenever necessary (Latifah & Al Zahra, 2025). In the context of Konveksi Al-Mashduqiah, administrative organization serves as the foundation for digitalization, as the data to be integrated into a digital system must originate from clear, documented transactions.

Furthermore, the digitalization of financial record-keeping offers an opportunity to enhance the efficiency of financial information management (Farhat et al., 2025). Digital systems allow transaction data to be compiled in a more structured manner, sparing managers from the need to perform repetitive calculations and manual recapitulations. Consequently, financial information becomes more accessible for evaluating the business's condition and making operational decisions.

However, digitalization should not be viewed merely as the process of shifting

records from paper to digital devices. This transformation also necessitates a change in administrative management habits. Managers must exercise the discipline to record every transaction, retain supporting documentation, and conduct periodic reviews. Thus, the success of digitalization at Konveksi Al-Mashduqiah hinges on the sustained application of the system long after the assistance program has concluded.

From the perspective of community service, providing guidance is a highly relevant strategy, as it facilitates a practical and contextual learning process (Dewi, 2021). Rather than simply receiving information, managers actively apply record-keeping practices based on the actual transactions they encounter. This approach enables the knowledge gained during training to be translated into practical skills applicable to daily business operations.

Through improved administrative organization and the digitalization of financial records, Konveksi Al-Mashduqiah gains a stronger foundation for building a well-ordered and accountable business management system. The system can also be further developed to suit business needs—for instance, by incorporating raw material inventory tracking, production cost calculations, accounts receivable monitoring, and the preparation of more comprehensive financial reports.

## CONCLUSION

This community service initiative, focused on providing guidance for administrative organization and the digitalization of financial reporting at Konveksi Al-Mashduqiah, was undertaken to improve administrative order and enhance the management's ability to record and manage business finances. The existing challenges—characterized by suboptimal administrative and financial record-keeping—highlighted the need for a system that is simple, systematic, and aligned with the business's operational requirements (Agrita et al., 2026).

The assistance was delivered through several stages: observing the initial state, identifying specific issues, organizing administrative documents, developing recording formats, providing training on digital systems, practicing transaction recording, and conducting evaluations. This approach enabled the management to grasp the financial recording process not only conceptually but also through hands-on practice using actual business transactions (Samosir et al., 2026).

The results indicate that this intervention contributed to better administrative organization and a deeper understanding of digital financial recording among the management. A more structured recording system has assisted the management in documenting income and expenditure transactions, performing data recapitulation, and accessing business financial information with greater ease (Noviyanti et al., 2025). Thus, digitalization serves not merely as a recording tool, but as an integral part of establishing more orderly and accountable business governance.

The sustainability of this program relies heavily on the management's consistency in recording every transaction and maintaining administrative order.

Consequently, it is recommended that Konveksi Al-Mashduqiah ensure routine recording, conduct periodic data reviews, and develop the system incrementally in line with the business's evolving needs. Future development could focus on tracking raw material inventory, calculating production costs, monitoring accounts receivable and payable, and preparing more comprehensive financial reports.

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## FUNDING STATEMENT

This community service initiative does not receive any external funding. All activities—including planning, implementation, mentoring, evaluation, and the preparation of the article—are carried out independently by the community service team.

## ETHICS STATEMENT

This community service activity was carried out with the consent of Konveksi Al-Mashduqiah, which served as the project partner. Information and data gathered during the activity were used for the purposes of providing guidance and preparing a scientific article. Internal data that is sensitive or could reveal the business's financial information is not disclosed publicly in the article without the partner's approval.

## DECLARATION OF GENERATIVE AI USE

The author used ChatGPT (OpenAI), a generative artificial intelligence tool, to help improve the clarity of the language, grammar, and structure of the manuscript. All content assisted by artificial intelligence has been reviewed, verified, and further edited by the author. The author assumes full responsibility for the accuracy, originality, and integrity of the final content of the article.

## DATA AVAILABILITY STATEMENT

The data used in this community service activity were obtained through observation, interviews, documentation, and the provision of assistance at the Al-Mashduqiah garment workshop (Konveksi Al-Mashduqiah). Internal data—specifically information regarding the business's finances—are not publicly disclosed to ensure the

confidentiality of the partner. Non-confidential supporting data may be obtained from the authors upon reasonable request and subject to the partner's approval.

## CONFLICT OF INTEREST

The authors declare that there are no conflicts of interest, whether financial or non-financial, related to the conduct of the work, the preparation of the manuscript, or the publication of this article.

## AUTHOR CONTRIBUTION STATEMENT

All authors contributed to the implementation of the community service activities and the preparation of the article. These contributions include formulating the activity concept, identifying the partner's challenges, providing guidance and support, collecting and processing data, analyzing the outcomes, drafting the manuscript, revising the article, and approving the final version of the manuscript.

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