

**APPRENTICESHIP REPORT**  
**PT. BANK RAKYAT INDONESIA**  
**SELAPANJANG BRANCH**

**SUCI ANGGRAINI**  
**NIM. 5404201268**



**APPLIED BACHELOR DEGREE OF INTERNATIONAL  
BUSINESS ADMINISTRATION STUDY PROGRAM  
BUSINESS ADMINISTRATION DEPARTMENT  
POLYTECHNIC STATE OF BENGKALIS  
2024**

**APPRENTICESHIP REPORT**  
**PT. BANK RAKYAT INDONESIA**  
**SELATPANJANG BRANCH**

Written as one the condition for completing Apprenticeship

**Suci Anggraini**  
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Selatpanjang, May 31, 2024

**The Head of**  
**PT. Bank Rakyat Indonesia**  
**Selatpanjang Branch**

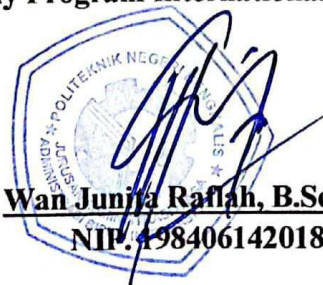


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## PREFACE

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# CHAPTER I

## INTRODUCTION

### 1.1 Background of the Apprenticeship

State Polytechnic of Bengkalis is a polytechnic located in Bengkalis, Riau, Indonesia. Politeknik Negeri Bengkalis was established by the Bengkalis Regency government in 2000 under the auspices of Yayasan Bangun Insani (YBI). Initially it was established under the name Bengkalis Shipbuilding Polytechnic, with 3 (three) study programs namely, Ship Electrical Engineering, Ship Building Engineering, and Ship Mechanical Engineering. Over time it changed its name to Politeknik Negeri Bengkalis, with 5 (five) study programs namely, Shipbuilding Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, and Business Administration (Politeknik Negeri Bengkalis, 2017).

The admission of the first batch of Bengkalis State Polytechnic students was carried out in 2001. Finally, in 2011 the Bengkalis State Polytechnic changed its status to a State University (PTN), through the Regulation of the Minister of National Education No. 28 of 2011, concerning the Establishment of the Organization and Work Procedures of the Bengkalis State Polytechnic. Until finally the Bengkalis State Polytechnic officially became a State Polytechnic on December 26, 2011, which was inaugurated by the Minister of Education and Culture of the Republic of Indonesia.

From 2000 to 2024 Bengkalis State Polytechnic has 8 (eight) departments with 21 (twenty-one) study programs. At the Diploma 2 education level, namely, D2 Computer Network Administration, D2 Mechanical Manufacturing Engineering, D2 Welding and Fabrication Engineering. At the Diploma 3 education level, namely, D3 Shipbuilding Engineering, D3 Electronics Engineering, D3 Mechanical Engineering, D3 English, D3 Commercial Shipping Management, D3 Nautical, D3 Informatics Engineering, D3 Civil Engineering. And at the Diploma 4 level, namely, D4 Shipbuilding Architecture Engineering Technology, D4 Software Engineering, D4 Road and Bridge Design Engineering, D4 International Business Administration, D4 Public Financial Accounting, D4

Information Systems Security, D4 English for Business and Professional Communication, D4 Electrical Engineering, D4 Digital Business, D4 Production and Maintenance Mechanical Engineering.

Bengkalis State Polytechnic is a university that produces experts from State Universities in Bengkalis Regency with a Diploma 2 education level with a Young Expert degree, Diploma 3 with an Associate Expert degree and Diploma 4 with an Applied Bachelor degree with a curriculum oriented to the demands of a ready-to-use workforce, by implementing a program consisting of 40% theory and 60% practice. Until now, it has produced graduates who have entered the world of work and are widely spread in Indonesia, both in companies, even government and private agencies.

The International Business Administration Study Program is one of the Study Programs at Politeknik Negeri Bengkalis. This study program is engaged in Economics and Business, where students learn to get to know the business world and its scope, both in terms of handling letters, administration, offices, export and import to the corporate world with mastery of foreign languages. Politeknik Negeri Bengkalis is a vocational campus that educates students to create competent souls in various fields. Politeknik Negeri Bengkalis implements a practical work program which must be followed by all final semester students both in Government Agencies and in Private Agencies.

Practical work is a learning process by directly recognizing the scope of the real world of work. Each student is required to go directly to the world of work which is their respective fields, thus, each student is expected to be able to apply directly the knowledge they have learned before into the world of work. Thus, each student is expected to be able to directly apply the knowledge that has been learned before into the world of work. In addition, with practical work, students can increase their knowledge, skills, and experience in working which can later be applied in the real world of work. And also so that students can find out the profession and work atmosphere in accordance with their study program. Thus, practical work is a useful forum for students to use as a means of gaining

knowledge and work experience. Practical work is also one of the requirements for obtaining an applied bachelor's degree.

The practical work program for the International Business Administration study program is carried out in semester 8 (eight) with an implementation time of 4 (four) months, and students may choose their own place and location of practical work. However, before choosing a place to carry out this program, the practical work coordinator provides several choices of practical work places and students may search for the desired practical work place themselves. Thus, the author chose to carry out practical work in the financial sector, namely banking at PT Bank Rakyat Indonesia Selatpanjang Branch.

Bank Rakyat Indonesia (BRI) is one of the largest state-owned banks in Indonesia based on Government Regulation No. 1 of 1946 Article 1 states that BRI is the first Government Bank in the Republic of Indonesia. Bank Rakyat Indonesia (BRI) was established in Purwokerto, Central Java by Raden Bei Aria Wirjaatmadja on December 16, 1895. PT Bank Rakyat Indonesia Tbk is a state-owned company that continues to grow until it has subsidiaries that focus on various banking services for individual customers, small and medium enterprises, and corporations. In addition, BRI also provides various types of additional services such as insurance, safe deposit boxes, and remittance services that can facilitate customers in conducting banking transactions.

PT Bank Rakyat Indonesia is spread in almost all parts of Indonesia. Among them include Regional Office Work Units, Branch Offices, Sub-Branch Offices, Cash Offices, BRI Units and BRI Teras, all of which are connected in real time online. In Meranti Islands Regency itself there is one Bank Rakyat Indonesia (BRI) branch office located at Diponegoro, Selatpanjang, Tebing Tinggi sub-district, Meranti Islands Regency, Riau 28713. In one branch office there are 4 unit offices, including BRI unit Alah Air, BRI unit Tanjung Samak, BRI unit Imam Bonjol Tebingtinggi, and BRI unit Belitung.

## **1.2 Purpose of the Apprenticeship**

The practical work activities of the State Polytechnic of Bengkalis for students majoring in international business administration, the International Business Administration study program are as follows:

1. To describe job descriptions at the BRI Selatpanjang Branch
2. To find out the place and time of the implementation of the work of Actors at the BRI Selatpanjang Branch
3. To explain the system procedures and procedures that exist in the BRI Selatpanjang Branch
4. To find out the obstacles and solutions during the implementation of practical work

## **1.3 Significances of the Apprenticeship**

The practical work carried out is very beneficial for several parties such as students, companies and the State Polytechnic of Bengkalis.

### **1. For Students**

There are several benefits from the implementation of practical work programs obtained by students, namely as follows:

- a. Get a certificate from the company if you have completed the practical work program.
- b. Students have the opportunity to be able to analyze problems related to science that are applied in work according to their study program.
- c. Students gain experience in applying the knowledge and skills gained from lectures.

### **2. For Companies**

The benefits of implementing practical work programs are also obtained by companies/institutions that accept practical work students, such as:

- a. The company will receive labor assistance from students who do practical work so that the work becomes a little lighter and easier.
- b. There is good cooperation/relationship between the company and the campus where students do practical work.

- c. The company will be recognized by academics and the world of education.
3. For State Polytechnic of Bengkalis
- a. State Polytechnic of Bengkalis receives feedback from the world of work for curriculum development and learning processes.
  - b. State Polytechnic of Bengkalis receives feedback from organizations/companies on the abilities of students who take part in practical work in the world of work.
  - c. State Polytechnic of Bengkalis can improve the quality of its graduates through practical student work experience.

## CHAPTER II

### GENERAL DESCRIPTION OF THE COMPANY

#### 1.2 Company Profiles

Bank Rakyat Indonesia (BRI) is one of the largest state-owned banks in Indonesia. Bank Rakyat Indonesia (BRI) was established in Purwokerto, Central Java by Raden Bei Aria Wirjaatmadja on December 16, 1895 (BRI, 2024). Bank Rakyat Indonesia (BRI) was originally named De Poerwokertosche Hulp en Spaarbank der Inlandsche Hoofden which functioned to manage and distribute mosque funds to the community with a simple scheme. The name of the organization was then changed several times, starting from Hulp en Spaarbank der Inlandshe Bestuurs Ambtenareen, De Poerwokertosche Hulp Spaar-en Landbouw Credietbank or Volksbank, Centrale Kas Voor Volkscredietwezen Algemene, Algemene Volkscredietbank (AVB), until during the Japanese occupation, the name of this organization was again changed to Syomin Ginko.



**Figure 2.1 BRI Central Jakarta Head Office**  
*Source: Semarak.co, 2024*

During the period after Indonesian independence, based on Government Regulation No. 1 of 1946 Article 1 stated that BRI was the first Government Bank in the Republic of Indonesia. During the war to maintain independence in 1948, BRI's activities were temporarily suspended and only became active again after

the Renville agreement in 1949 by changing its name to Bank Rakyat Indonesia Serikat..

The government merged this bank into the Bank Koperasi, Tani and Nelayan (BKTN) in 1960. And in 1965, as part of the implementation of the struggle bank concept, BKTN was merged into Bank Indonesia and started doing business under the name Bank Koperasi, Tani and Nelayan. A month later, the government changed the name of Bank Indonesia to “Bank Negara Indonesia”, so the bank was renamed Bank Negara Indonesia Unit II. In 1968, the government separated the bank into a separate company under the name “Bank Rakyat Indonesia”.

Since August 1, 1992 based on Banking Law No. 7 of 1992 and Government Regulation No. 21 of 1992 BRI's status changed to a limited liability company. BRI's ownership at that time was still 100% in the hands of the Government of the Republic of Indonesia. In 2003, the Government of Indonesia decided to sell 30% of the bank's shares, so that it became a public company with the official name PT Bank Rakyat Indonesia (Persero) Tbk, which is still used today.

During June 2016, Bank BRI launched the BRIsat satellite which will make Bank BRI the first and only bank in the world to own and operate its own satellite from French Guiana to support its digital services. The bank also acquired BTMU Finance and changed the company name to BRI Finance. In February 2017, the bank launched BRI Teras Kapal Bahtera Seva II and BRI Teras Kapal Bahtera Seva III to facilitate coastal communities in Labuan Bajo and Halmahera to access its services. In 2018, the Bank acquired 67% of Danareksa Sekuritas shares and 35% of Danareksa Investment Management shares for Rp 819 billion. In 2018, the Bank also launched artificial intelligence called Sabrina to make it easier for customers to get information about its services. Banking services provided by PT Bank Rakyat Indonesia Tbk include deposit, loan, payment and investment services.

PT Bank Rakyat Indonesia Tbk is one of the BUMNs that continues to grow so that it has subsidiaries that focus on different types of services, such as



pension funds, insurance, pawn shops, and so on. With more than 120 years of experience, Bank BRI always provides convenience and speed in responding to various customer needs. Supported by excellent banking services, millions of customer transactions are managed 24 hours a day 7 days a week through service facilities that are widely spread throughout the country. Along with the development of this country, Bank BRI dynamically continues to innovate to meet all forms of banking service needs while remaining consistent with its determination to become the main partner for the Indonesian people in developing their economy.

### 2.1.1 Bank Rakyat Indonesia Logo

The BRI has changed its logo several times, the following is the latest BRI logo which looks very simple compared to the previous logo:



**Figure 2.2. Logo of BRI**  
*Source: Wikipedia, 2024*

### 2.1.2 Philosophy PT. Bank Rakyat Indonesia Logo

The Bank Rakyat Indonesia logo indicates that BRI is a company that is open to anyone. In terms of color, sea blue signifies trust and serenity. Thus, the blue color in the BRI logo signifies stability, can be trusted and is expected to provide peace of mind to its customers. While the white color in a company logo can give the impression of courtesy and high integrity. A closed rectangle that houses a BRI bank logo inscription, indicates that BRI is a safe and secure company. Thus, customers don't have to worry when placing their trust in the BRI logo. Meanwhile, the combination of straight lines and curves used in making the logo indicates that BRI is a bank that has gone through various historical events,

is always flexible (curved) and can adapt. However, stick to things that are principles (straight lines).

## **2.2 Vision and Mission**

BRI in carrying out operational activities is guided by a vision and mission that helps the Company to remain focused on achieving success. This vision and mission help Bank BRI to always strive for idealism by reminding management and employees that they are working together for the same goal, which will contribute to the long-term success of the company.

### **2.2.1 Vision**

Become The Most Valuable Banking Group in Southeast Asia and champion of Financial Inclusion.

### **2.2.2 Mission**

The mission of PT. Bank Rakyat Indonesia Tbk has three, as follows:

#### **1. Delivering the Best**

Carry out the best banking activities by prioritizing services to Micro, Small and Medium Enterprises to support the improvement of the people's economy

#### **2. Providing Excellent Service**

Providing excellent service to customers through a wide-spread network supported by professional human resources and reliable information technology by implementing proper risk management and good corporate governance practices

#### **3. Work Optimally and Well**

Providing optimal profits and benefits to stakeholders by taking into account the principles of sustainable finance and excellent Good Corporate Governance practices

### 2.2.3 Brilliant (BRI with Five Values)

Like seeds and soil, seeds are the system in the company and land are the values of the work culture that is adhered to. It doesn't matter how well the seeds are planted, if the soil is not fertile, the seeds will never grow well. Likewise for companies, a system that has been painstakingly compiled will not be implemented properly if the work cultural values espoused by its HR are not appropriate. Known as BRILian or BRI with Five Values, Bank BRI implements corporate values which become the basis for thinking, acting, and behaving for the employees who work under it. The five values upheld by Bank BRI are Integrity, Professionalism, Exemplary, Customer Satisfaction and Respect for Human Resources. Comprehensive implementation of Bank BRI's work cultural values will further enable Bank BRI to achieve its goals in accordance with the company's vision and mission as well as the principles of Good Corporate Governance.

## 2.3 Kind of Business

Adjusting the vision and mission carried out by BRI is consistent in developing Micro, Small and Medium Enterprises. This consistency has resulted in brilliant business performance and international recognition such as ADB and the World Bank. To respond to market developments and the diverse needs of the community for banking products and services, Bank BRI elaborates this business segment into: Micro and Program Business, Retail Business, Corporate Business, International Business, Treasury and Capital Market Support Services, as well as Subsidiaries that focus on Sharia business, agribusiness and Remittance business.

### 2.3.1 Micro, Small and Medium Business

The Micro, Small and Medium Enterprises segment is our core strength Bank BRI. Through the development of information systems and technology reliable banking, professional human resources, complete tiered monitoring system, implementation method marketing that is in accordance with micro customer culture but still adhering to the principles of good corporate governance,

BRI has been able to serve the MSME sector commercially for more than 3 decades. To meet customer needs, BRI innovates and development of banking products and services.

BRI serves credit all sectors of the economy with the aim of using capital work and investment that are designed according to needs (customized). Products such as Franchise Loans, Gas Station Loans, Construction Loans. “The Micro, Small and Medium Business Segment is BRI’s core business and will always be us maintain and develop. Along with growth market, opening up opportunities for BRI to developing the Consumer Business unit”.

BRI always supports the Government in developing and boost the economy. Through the Business Program dedicated specifically to support government programs particularly in the areas of food security, plantation revitalization and supply of bio-energy raw materials, BRI is always here to serve on every side of society.

### 2.3.2 Consumer Business

Consumer financing is a financing segment with the growth rate is quite high, this is related to the increasing welfare of the Indonesian population, so that creating demand for consumer financing services. BRI implements a comprehensive development strategy for reach various segments ranging from rural areas to residential areas in satellite cities as well as commercial centers in the city big.

BRI has developed consumer product features that packaged attractively and according to customer needs such as products Savings, Current Accounts, Time Deposits, e-banking, Priority BRI, KPR, KKB, Credit Multi-Use, or Credit Card.

### 2.3.3 Corporate Business

The Corporate Business is aimed at corporate customers, both in agribusiness and non-agribusiness economic sectors. Purpose Bank BRI develops Commercial Business is to support national economic growth and create a trickle

down effect for the Micro, Small and Medium Enterprises segment, which is Bank BRI's business focus.

#### 2.3.4 Institutional Business and BUMN

As a bank that serves all layers, BRI also participates actively in economic development through the provision of loan facilities to the Company Potential SOEs. Institutional Business as a niche market is a business opportunity that must be exploited as optimal as possible to improve business performance.

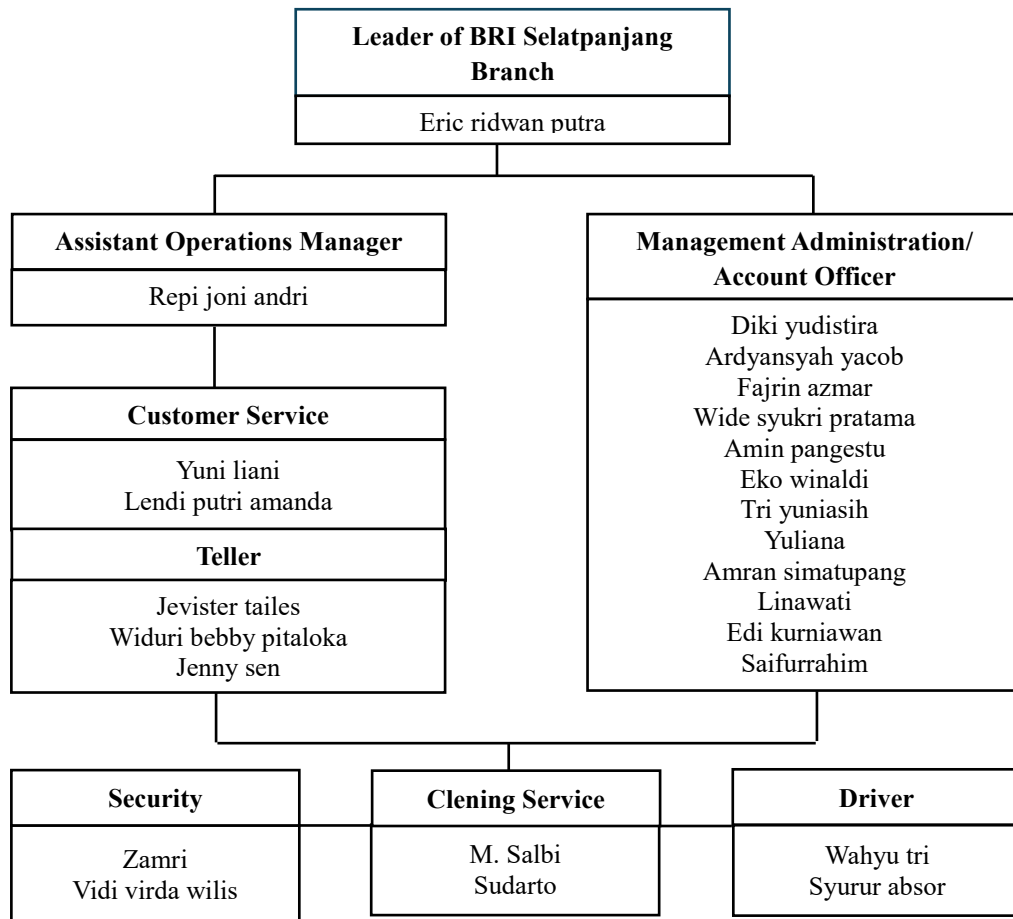
#### 2.3.5 International Business & Treasury

The focus of BRI's International Business is on exploiting opportunities a very large business of export-related activities imports and remittances. Ease of service owned by the BRI is a lot of cooperation with foreign correspondent banks country and with two BRI offices in New York and Cayman Island and Bank BRI representative office in Hong Kong. The treasury's important role is related to the stability of the liquidity position, optimization of interest income and optimal composition of intermediates assets and liabilities. The services provided are in the form of fund management DPLK, custodian services, trustee services and securities selling agent services. "Capture opportunities for growth in international transactions and maintain the composition of the company's financial structure."

## 2.4 Organization Structure

The organization structure is a framework that describes the relationship of authority and responsibility for every level within the scope. To achieve the goal is an organizational structure then good coordination occurs and provides clarity in providing assigned task sets. The company's organizational structure can be interpreted as a linehierarchical which contains the components that make up the company. The structure clearly describes the position, function, rights and obligations of each position within the scope of the company.

**ORGANIZATIONAL STRUCTURE OF  
PT. BANK RAKYAT INDONESIA SELATPANJANG BRANCH**



**Figure 2.3 Organization Structure of BRI Selatpanjang Branch**

*Source: Processed Data, 2024*

Based on the table above, the duties and responsibilities of each pition namely

1. Leader of BRI Selatpanjang branch

The duties and responsibilities of a BRI leader as follow:

- a. Responsible for all operations at BRI Branches
- b. As the full supervisor of BRI Branch operations
- c. BRI Branch password holder
- d. Responsible for data processing at BRI Branches
- e. Responsible for BRI Branch employees
- f. Develop, monitor and evaluate BRI Business Branches and their working areas to achieve targets.

- g. Carry out coaching for BRI Branch customers, both savings and investments.

While the authority that must be carried out by the leader of BRI Selatpanjang Branch as follows:

- a. Decide on requests for KUPEDes, KUR, BRIGuna according to the given powers
- b. Cut off promotions
- c. Deciding on the disbursement or withdrawal of customer deposits

2. Assistant Operations Manager of BRI Selatpanjang Branch

The duties and responsibilities of Supervisor BRI as follow:

- a. Manage co-workers who are subordinate (customer service and teller)
- b. Teller password holder
- c. Lead and organize the work team well the work runs smoothly and achieves maximum results, and is safe and does not interfere with the safety of the subordinates
- d. Explain the job description to well
- e. Check out control and evaluation
- f. Motivate his co-workers for his team

While the authority that must be carried out by the leader of the BRI Selatpanjang Branch as follows:

- a. Give a firm warning to subordinates staff (Customer service and Teller) if their performance is deemed not good and out of the SOP.
- b. Provide an assessment and appreciation of the performance of the Staff (Customer Service and Teller)
- c. Can provide proposals or promotions to leaders of Selatpanjang Branch offices related to career paths.

3. Management Administration (MANTRI) or Account Officer

The duties and responsibilities of Management Administration or BRI account officers as follow:

- a. Carry out marketing of BRI Branch products (savings, loans, and other Banking services).

- b. Responsible for the loan process.
- c. Responsible for the guarantee.
- d. Initiate a proposal for a BRI Branch loan decision in accordance with applicable regulations, the loan given worthy.
- e. Carry out coaching, billing, and supervision of loans starting when the loan is disbursed until it is paid off.
- f. Responsible for arrears that occur as a result of customer delays in paying loans.
- g. Responsible for the authenticity of the loan and guarantee check.

While the authority that must be carried out by the Management Administration or Account Officer BRI Selatpanjang Branch as follows:

- a. Initiating a loan request.
- b. Process and propose loan requests.

#### 4. Customer Service (CS)

BRI Selatpanjang Branch The duties and responsibilities of Customer Service CS BRI as follow:

- a. Providing information to customers or prospective customers regarding BRI products to support BRI product marketing.
- b. Provide information on loan balances, transfers and loans for customers who need to provide satisfactory loan service to customers.
- c. Serving requests for copies of bank statements for customers who need it (excluding the routine delivery each time) months) in order to provide satisfactory customer service.
- d. Provide special services to core customers who need (such as delivering or picking up money to place of residence or place of business of the customer) provide services that satisfy customers.
- e. Helping customers who need to fill out an application BRI funds and services to provide services that satisfy customers.
- f. Receive customer complaints to be forwarded to authorized officials to provide services that satisfy customers.



- g. Carry out other assigned duties superiors in order to support business interests and BRI Branch operations.

While the authority that must be carried out by the BRI Customer Service Selatpanjang Branch as follows:

- a. Provide deposit and loan balance information for customers who need it.
- b. Resolve customer problems and problems related to transactions
- c. Take care of administration for customers
- d. Opening accounts and blocking customer accounts approved by the supervisor
- e. Maintain good relationship with customers

5. Teller of BRI Selatpanjang Branch.

The duties and responsibilities of Teller BRI as follow:

- a. Perform additional cash for smooth service to customers can run well and satisfactorily.
- b. Serving customer withdrawals and other transactions that customers want
- c. Receive deposit money from customers and match with a deposit receipt to ensure the correctness of the transaction and the authenticity of the money received.
- d. Ensure paying money to eligible customers to avoid harmful mistakes.
- e. Checking the validity of the cash receipts received in order to ensure the correctness of transaction security
- f. Manage and deposit physical cash to Supervisor/AMO (Assistant Operations Manager) good cash during hours and end-of-day services then the cash security can be awake.
- g. Paying debt costs, credit realization and other transactions, whose receipts have been approved by the authorized official authorized for smooth operations.
- h. Serving buying and selling transactional bank notes (foreign banknotes) in order to provide good service to customers.

While the authority that must be carried out by the Teller BRI Selatpanjang Branch as follows:

- a. Carry out the function Checker for the above transaction is authority.
- b. Validate in the system and sign cash receipts for cash payment transactions that are within the limits of his authority.
- c. Do entry opening Open Branch into the system.

#### 6. Security

The security guard (Security Unit) has the main task of maintaining order and security in the workplace environment, which includes aspects of personnel, physical security, information and other technical security.

#### 7. Cleaning Service

Cleaning Service is an officer who provides cleaning services. In general, the definition of Cleaning Service is an officer in charge of providing cleaning, tidiness and Hygenization services in a building / building both inside the building or building and outside the building / building which aims to create a comfortable atmosphere in supporting daily activities as a short-term goal.

#### 8. Night Guard

Maintain the security of the company or agency at night until the morning when the office hours reopen. And record important events that occur at night.

### **2.5 Products of BRI**

BRI's commitment to constantly maintain close relationships and fulfill the requirements of its customers wherever they are has made BRI the leader in terms of innovating the best banking services for the customers.

#### 1. Savings

There are various types of savings including:

##### a. Simpedes

Simpedes savings are public deposits in the form of savings in rupiah which can be served at KC/KCP/BRI Units/Cash Offices/Teras BRI

where deposits and withdrawals are not limited in terms of frequency or amount as long as they comply with applicable regulations.

b. BritAma

A savings product that provides various conveniences in conducting banking transactions supported by e-banking facilities and a real time online system that will enable customers to transact anytime and anywhere.

c. Britama Business

BRI savings products are prioritized for use in business by providing more flexibility in transactions, more clarity in recording transactions and more benefits to support customer business transaction needs.

d. BritAma X

A savings product with an elegant special debit card design for young people and providing a variety of conveniences in conducting banking transactions supported by e-banking facilities and a real time online system that will enable customers to transact anytime and anywhere.

e. Simpedes TKI

Savings intended for Indonesian Migrant Workers to facilitate their transactions, including for distributing/collecting Indonesian Migrant Workers' salaries

f. Hajj Savings

Products intended for individuals to prepare for Hajj Pilgrimage implementation Fees (BPIH).

g. Britama Plan

Investment savings with monthly fixed deposits equipped with life insurance protection facilities for customers.

h. BritAma Forex

Savings in foreign currencies that offer easy transactions and competitive exchange rates. Available in 10 types of currencies including USD, AUD, SGD, CNY, EUR, AED, HKD, JPY, SAR, and GBP.

i. BRI Junio

This is a BRI Savings product specifically aimed at the children segment with facilities and features that are attractive to children.

j. BRI Simple Savings

Savings for students/students is regulated by Bank BRI with easy and simple requirements and attractive features, in the context of education and financial inclusion to encourage a culture of saving from an early age.

k. My savings

My savings is a savings product for individual customers with easy and light requirements that is jointly issued by banks in Indonesia with the aim of fostering a culture of saving and improving people's welfare.

2. Deposits

a. Rupiah deposits

A time deposit in Rupiah that can only be withdrawn at a certain time by providing attractive interest rates and various other benefits

b. Forex Deposits

Time deposits in foreign currencies that can only be withdrawn at a certain time by providing attractive interest rates and various other benefits.

c. BRI Internet Banking Deposits

BRI Internet Banking Deposit is a time deposit product that offers competitive interest rates

3. Giro

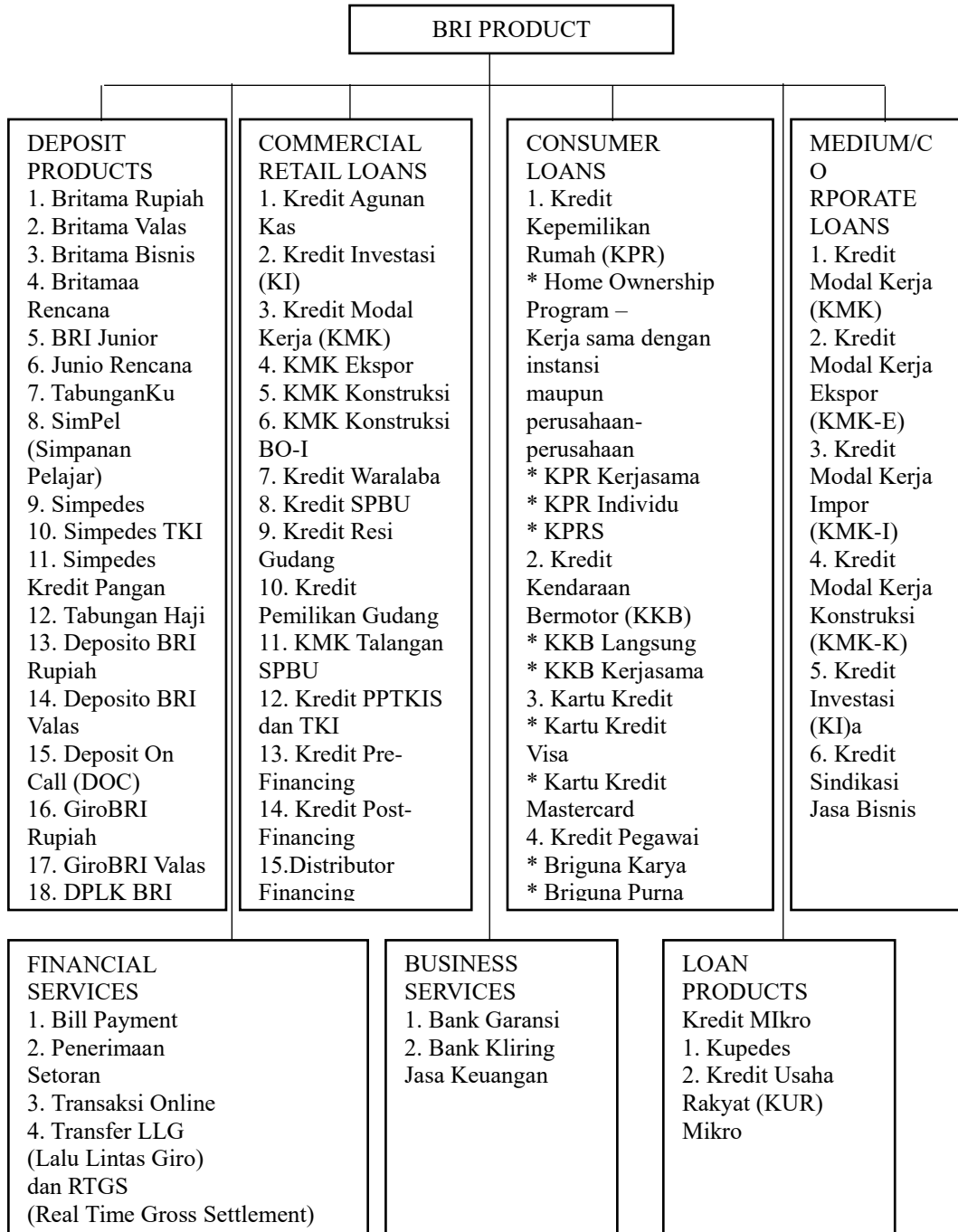
a. Giro BRI Rupiah

This type of deposit is denominated in rupiah, where withdrawals can be made at any time using a check (cheque/bilyet giro), an ATM card or other orders.

b. Foreign Currency BRI Giro

Types of deposits in foreign currencies that can be withdrawn at any time with a withdrawal order determined by BRI.

**THE OVERALL PRODUCT**  
**PT. BANK RAKYAT INDONESIA PERSERO, Tbk**



**Figure 2.4 BRI Product**  
*Source: Processed Data, 2024*

## **2.6 Working Process**

While at BRI Selatpanjang Branch, The Author was placed in the Customer Service section. In the Customer Service section, The Author was also asked to do some work in the Management Administration/Account Officer Section, the General Section, and the Teller Section. The Author is given several authorities and responsibilities to carry out the following tasks.

1. Filing customer service files
2. Search for required customer service files
3. Recording the 1998 bill of deposit register
4. Organize ATM cards by account number

While in the Management Administration/Account Officer Section, the author was given the authority and responsibility to search for customer personal data documents.

The General and Staffing section, The Author was given the following powers and responsibilities:

1. Scan document file
2. Make a nominal tire.
3. File ATM cash-taking minutes
4. Filing cash evidence files
5. Search for cash evidence archive files

The Teller section, The Author was the following authorities and responsibilities:

1. Sort money
2. Make money tires
3. Packing money
4. Cutting transaction proof paper
5. Prepare money packaging tools and materials

## **2.7 Documents Used for Activities**

During the implementation of practical work, there are several documents needed to complete the work given. The documents are as follows:

1. Cash receipt file

**Figure 2.5. Cash receipt file**  
*Source: Personal documentation, 2024*

Figure 2.3. The cash evidence file is a document that proves the existence of cash entering the company. Sources of cash receipts are cash payments, installment payments, investments, and others. Users of incoming cash evidence information are internal company parties who make it an archive.

2. Deposit Slip

**Figure 2.6. Deposit slip**  
*Source: Personal documentation, 2024*

Figure 2.4 is a form of deposit slip that is used when customers deposit cash to be put into a BRI deposit account. This deposit slip contains the customer's name, customer address, account number, deposit amount and others.

### 3. ATM cash inventory minutes document

**Berita Acara Opname Kas ATM**

Pada Hari Rabu, Tanggal 21 Februari 2024 Jam 18:30, Kami yang bertanda Tangan Berikut ini telah melakukan Opname Kas ATM Terminal 01 83802 untuk Terminal ATM nomor 19-00-2024 dan 20-00-2024 sebagai berikut:

1. Saldo Kas Fisik ATM - perantara 100000

Revisi	Konfirmasi	Jumlah
1	0	Rp 0
2	600	Rp 600.000,00
3	0	Rp 0
4	0	Rp 0
Revisi	70	Rp 7.000,00
Totale	770	Rp 77.000.000

2. Saldo Pembekalan Bravali - Operasional

Saldo Search of Yesterday	Rp 120.650.000
Totale ATM dan Bravali Anasat	Rp 47.653.000
Saldo Kas ATM Bravali	Rp 77.000.000
Saldo Kas ATM	Rp 0

3. Catatan Ransangin Cash

Revisi	Revisi	Revisi	Totale	Subjected	Discrep	Retracted
1	1000	0	1000	42	0	0
2	177	100	2000	00	0	0
3	0	0	0	0	0	0
4	0	0	0	0	0	0
Totale	1277	100	4000	42	0	0
Saldo Ransangin Cash	Rp 77.000.000					
Saldo Fisik	Rp 0					

4. Status Sisa Fisik  
Tidak Tersedia

5. Pembekalan Tambahan Kas, Sisa Kas, dan Saldo Kas  
Tidak Tersedia

Catatan Control

**Figure 2.7. ATM cash inventory minutes**  
Source: Personal documentation, 2024

ATM cash opname minutes file is a file created during the physical cash counting process. This file contains information about the date, time, location, names of people involved in the cash-taking, the amount of cash found, and other important notes or findings.

### 4. Customer loan credit file



**Figure 2.8. Customer Loan Credit File**  
Source: Personal documentation, 2024

Figure 2.5. A customer loan credit file is a form of loan customer document in which there is the customer's personal data along with other valuable documents which is also a place for placing collateral stored in the Brimen room, this document will be used as long as the customer loan still has obligations, which is then the collateral contained in the document will be returned if the loan customer has paid off the obligation or made the payment.



## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Descriptions**

While at BRI sub branch office Bengkalis, The Author is placed in four section, among others, in the AMO Section, Customer Service Section, Teller Section, and Administration/Account Officer Section, The Author was also asked to do some work to carry out the following tasks:

1. Supervisor/Assistant Manager Operational (AMO) Section

Given the trust and responsibility by AMO to carry out the following tasks:

- a. Filing cash evidence files
- b. Search for cash evidence archive files
- c. Organize cash evidence files that have been archived into a special archive room

2. Customer Service Section

The Customer Service section is authorized and responsible for carrying out the following tasks:

- a. Recording NO.DD into the 1998 bilyet deposit register book
- b. Arrange the new ATM card based on the guidelines of the account number sequence on the paper.
- c. Photocopy of customer collateral if needed
- d. Filing customer service files
- e. Entering files into the BRImen room
- f. Request customer cards and savings books

3. Tellers Section

The Author is entrusted with the duties and responsibilities in the teller section as follows:

- a. Make money tires
- b. Putting tires on money

- c. Counting money with a calculating machine
  - d. Sort money according to Bank Indonesia standards
  - e. Put a stamp on the money to be deposited
  - f. Packing money
4. Management Administration/Account Officer Section
- sManagement Administration section, The Author was given the following responsibilities and tasks:
- a. Search the archive room for the required customer personal data documents.
  - b. Receive files from customers who will make loans

### 3.2 Place of Internship

Internship is carried out after students occupy the VIII semester, while the Internship Work activities last for 4 (four) months, starting from February 01, 2024 to May 31, 2024 at Bank Rakyat Indonesia (BRI) Selatpanjang Branch located on Jl. Diponegoro.



**Figure 3.1. BRI Selatpanjang Branch**  
*Source: Personal documentation, 2024*

### 3.3 Kind and Description of the Activities

Mentioning further the description of activities carried out during the internship at PT Bank Rakyat Indonesia Selatpanjang Branch, in general can be seen in the following table:

**Table 3.1 Daily Activities February 1-2, 2024**

No.	Date and Time	Description of Activities	Assignore
1.	thursday, February 1, 2024	1. Self introduction 2. Make money tires	Repi Joni Andri
2.	friday, February 2, 2024	1. Make money tires 2. Search for documents or customer data files in a special archive room	Repi Joni Andri

Source: Processed Data, 2024

The activities or work that has been carried out by The Author during the implementation of the job training at PT. Bank Rakyat Indonesia Selatpanjang Branch on February 5-9, 2024 can be seen in the table as follows:

**Table 3.2 Daily Activities February 5-9, 2024**

No.	Date and time	Description of Activities	Assignor
1.	Monday, February 5, 2024	1. Continuing the search customer documents 2. Cutting transaction proof paper	Repi Joni Andri
2.	Tuesday, February 6, 2024	1. Recording the 1998 bill of deposit register 2. Search for documents or customer data files in a special archive room	Repi Joni Andri
3.	Wednesday, February 7, 2024	1. Folding and gluing plastic according to size for money packaging 2. Cut the money strap according to the given size	Repi Joni Andri
4.	Thursday, February 8, 2024	Holiday	Repi Joni Andri
5.	Friday, February 9, 2024	Holiday	Repi Joni Andri

Source: Processed Data, 2024

The activities or work that has been carried out by The Author during the implementation of the job training at PT. Bank Rakyat Selatpanjang Branch on February 12-16, 2024 can be seen in the table as follows:

**Table 3.3 Daily Activities February 12-16, 2024**

No.	Date and Time	Description of Activities	Assignor
1.	Sunday, February 12, 2024	1. Retrieval of cash evidence files from the archive room 2. Make money tires	Repi Joni Andri
2.	Tuesday, February 13, 2024	1. Search for documents or customer data files in a special archive room 2. Money sorting	Repi Joni Andri
3.	Wednesday, February 14, 2024	Holiday	Repi Joni Andri
4.	Thursday, February 15, 2024	1. Make money tires 2. Changing the banknote tires from Bank Indonesia (BI) to Bank Rakyat Indonesia	Repi Joni Andri

		(BRI) money tires	
5.	<b>Friday, February 16, 2024</b>	1. Stamp the date and code on the money tire 2. Arrange the money according to the predetermined amount 3. Next, the money is tied using a special money rope	Repi Joni Andri

Source: Processed Data, 2024

The activities or work that has been carried out by The Author during the implementation of the job training at PT. Bank Rakyat Indonesia Selatpanjang Branch on February 19-23, 2024 can be seen in the table as follows:

**Table 3.4 Daily Activities February 19-23, 2024**

No.	Date and Time	Description of Activities	Assignor
1.	<b>Sunday, February 19, 2024</b>	1. Tidying and sorting archive boxes 2. Write the date, month and year on the archive box 3. Organize and group cash receipt files by date, month and year into archive boxes	Repi Joni Andri
2.	<b>Tuesday, February 20, 2024</b>	Permission	Repi Joni Andri
3.	<b>Wednesday, February 21, 2024</b>	Permission	Repi Joni Andri
4.	<b>Thursday, February 22, 2024</b>	Permission	Repi Joni Andri
5.	<b>Friday, February 23, 2024</b>	1. Bring BRI document files to the post office 2. Requested post office stamp for BRI document files	Repi Joni Andri

Source: Processed Data, 2024

The activities or work that has been carried out by The Author during the implementation of the job training at PT. Bank Rakyat Indonesia Selatpanjang Branch on February 26-March 1, 2024 can be seen in the table as follows:

**Table 3.5 Daily Activities February 26-March 1, 2024**

No.	Date and Time	Description of Activities	Assignor
1.	<b>Sunday, February 26, 2024</b>	1. Filing customer service files 2. Organize customer service files that have been archived into boxes according to month and year 3. Make money tires	Repi Joni Andri
2.	<b>Tuesday, February 27, 2024</b>	1. Make money tires 2. Money sorting	Repi Joni Andri
3.	<b>Wednesday, February 28,</b>	1. Continue sorting money 2. Changing the banknote tires from Bank	Repi Joni Andri

	<b>2024</b>	Indonesia (BI) to Bank Rakyat Indonesia (BRI) money tires	
4.	<b>Thursday, February 29, 2024</b>	1. Make money tires 2. Changing the banknote tires from Bank Indonesia (BI) to Bank Rakyat Indonesia (BRI) money tires	Repi Joni Andri
5.	<b>Friday, March 1, 2024</b>	1. Stamp the date and code on the money tire 2. Arrange the money according to the predetermined amount 3. Next, the money is tied using a special money rope	Repi Joni Andri

Source: Processed Data, 2024

The activities or work that has been carried out by The Author during the implementation of the job training at PT. Bank Rakyat Indonesia Selatpanjang Branch on March 4-8, 2023 can be seen in the table as follows:

**Table 3.6 Daily Activities March 4-8, 2024**

<b>No.</b>	<b>Date and Time</b>	<b>Description of Activities</b>	<b>Assignor</b>
1.	<b>Sunday, March 4, 2024</b>	1. Scan document file 2. Filing cash evidence files 3. Entering receipts into the cash evidence file archive	Repi Joni Andri
2.	<b>Tuesday, March 5, 2024</b>	1. Put the cash receipt file into the designated box. 2. Arranging the cash evidence file box into a special archive room	Repi Joni Andri
3.	<b>Wednesday, March 6, 2024</b>	1. Search for documents or customer data files in a special archive room 2. Retrieval of cash evidence files from the archive room	Repi Joni Andri
4.	<b>Thursday, March 7, 2024</b>	1. Make money tires 2. Organize the ATM cash receipt minutes file by code and sorted by date 3. Put the ATM cash inventory minutes file into an order folder	Repi Joni Andri
5.	<b>Friday, March 8, 2024</b>	1. Recording the 1998 bill of deposit register 2. Make money tires	Repi Joni Andri

Source: Processed Data, 2024

The activities or work that has been carried out by The Author during the implementation of the job training at PT. Bank Rakyat Indonesia Selatpanjang Branch on March 11-15, 2024 can be seen in the table as follows:

**Table 3.7 Daily Activities March 11-15, 2024**

<b>No.</b>	<b>Date and Time</b>	<b>Description of Activities</b>	<b>Assignor</b>
1.	<b>Sunday, March 11, 2024</b>	Holiday	Repi Joni Andri

2.	<b>Tuesday, March 12, 2024</b>	Holiday	Repi Joni Andri
3.	<b>Wednesday, March 13, 2024</b>	<ol style="list-style-type: none"> <li>1. Continue sorting money</li> <li>2. Changing the banknote tires from Bank Indonesia (BI) to Bank Rakyat Indonesia (BRI) money tires</li> <li>3. Stamp the date and code on the money tire</li> <li>4. Arrange the money according to the predetermined amount</li> <li>5. Next, the money is tied using a special money rope</li> </ol>	Repi Joni Andri
4.	<b>Thursday, March 14, 2024</b>	<ol style="list-style-type: none"> <li>1. Recording the 1998 bill of deposit register</li> <li>2. Retrieval of cash evidence files from the archive room</li> </ol>	Repi Joni Andri
5.	<b>Friday, March 15, 2024</b>	<ol style="list-style-type: none"> <li>1. Filing customer service files</li> <li>2. Organize customer service files that have been archived into boxes according to month and year</li> <li>3. Make money tires</li> </ol>	Repi Joni Andri

Source: Processed Data, 2024

The activities or work that has been carried out by The Author during the implementation of the job training at PT. Bank Rakyat Indonesia Selatpanjang Branch on March 18-22, 2024 can be seen in the table as follows:

**Table 3.8 Daily Activities March 18-22, 2024**

<b>No.</b>	<b>Date and Time</b>	<b>Description of Activities</b>	<b>Assignor</b>
1.	<b>Sunday, March 18, 2024</b>	<ol style="list-style-type: none"> <li>1. Changing the banknote tires from Bank Indonesia (BI) to Bank Rakyat Indonesia (BRI) money tires</li> <li>2. Packing money</li> </ol>	Repi Joni Andri
2.	<b>Tuesday, March 19, 2024</b>	<ol style="list-style-type: none"> <li>1. Sort ATM cards by account number that has been determined on paper</li> <li>2. Make money tires</li> </ol>	Repi Joni Andri
3.	<b>Wednesday, March 20, 2024</b>	<ol style="list-style-type: none"> <li>1. Filing cash evidence files</li> <li>2. Entering receipts into the cash evidence file archive</li> </ol>	Repi Joni Andri
4.	<b>Thursday, March 21, 2024</b>	<ol style="list-style-type: none"> <li>1. Put the cash receipt file into the designated box.</li> <li>2. Arranging the cash evidence file box into a special archive room</li> </ol>	Repi Joni Andri
5.	<b>Friday, March 22, 2024</b>	<ol style="list-style-type: none"> <li>1. Counting money using a counting machine</li> <li>2. Stamp the date and code on the money tire</li> <li>3. Arrange the money according to the</li> </ol>	Repi Joni Andri

		predetermined amount 4. Next, the money is tied using a special money rope 5. Packing money	
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Source: Processed Data, 2024

The activities or work that has been carried out by The Author during the implementation of the job training at PT. Bank Rakyat Indonesia Selatpanjang Branch on March 25-29, 2024 can be seen in the table as follows:

**Table 3.9 Daily Activities March 25-29, 2024**

No.	Date and Time	Description of Activities	Assignor
1.	Sunday, March 25, 2024	1. Cutting transaction proof paper 2. Make money tires 3. Search for documents or customer data files in a special archive room	Repi Joni Andri
2.	Tuesday, March 26, 2024	1. Folding and gluing plastic according to size for money packaging 2. Cut the money strap according to the given size	Repi Joni Andri
3.	Wednesday, March 27, 2024	1. Sort money	Repi Joni Andri
4.	Thursday, March 28, 2024	1. Make money tires 2. Sort money 3. Changing the banknote tires from Bank Indonesia (BI) to Bank Rakyat Indonesia (BRI) money tires	Repi Joni Andri
5.	Friday, March 29, 2024	Holiday	Repi Joni Andri

Source: Processed Data, 2024

The activities or work that has been carried out by The Author during the implementation of the job training at PT. Bank Rakyat Indonesia Selatpanjang Branch on April 1-5, 2024 can be seen in the table as follows:

**Table 3.10 Daily Activities April 1-5, 2024**

No.	Date and Time	Description of Activities	Assignor
1.	Sunday, April 1, 2024	1. Search for documents or customer data files in a special archive room 2. Retrieval of cash evidence files from the archive room 3. Recording the 1998 bill of deposit register	Repi Joni Andri
2.	Tuesday, April 2, 2024	1. Filing customer service files 2. Organize customer service files that have been archived into boxes according to month and year	Repi Joni Andri

3.	<b>Wednesday, April 3, 2024</b>	1. Make money tires 2. Sort ATM cards by account number that has been determined on paper	Repi Joni Andri
4.	<b>Thursday, April 4, 2024</b>	1. Organize the ATM cash receipt minutes file by code and sorted by date 2. Put the ATM cash inventory minutes file into an ordner folder	Repi Joni Andri
5.	<b>Friday, April 5, 2024</b>	1. Sort money 2. Packing money	Repi Joni Andri

Source: Processed Data, 2024

The activities or work that has been carried out by The Author dring the implementation of the job trainning at PT. Bank Rakyat Indonesia Selatpanjang Branch on April 8-12, 2024 can seen in the table as follow:

**Table 3.11 Daily Activities April 8-12, 2024**

<b>No.</b>	<b>Date and Time</b>	<b>Description of Activities</b>	<b>Assignor</b>
1.	<b>Sunday, April 8, 2024</b>	Holiday	Repi Joni Andri
2.	<b>Tuesday, April 9, 2024</b>	Holiday	Repi Joni Andri
3.	<b>Wednesday, April 10, 2024</b>	Holiday	Repi Joni Andri
4.	<b>Thursday, April 11, 2024</b>	Holiday	Repi Joni Andri
5.	<b>Friday, April 12, 2024</b>	Holiday	Repi Joni Andri

Source: Processed Data, 2024

The activities or work that has been carried out by The Author dring the implementation of the job trainning at PT. Bank Rakyat Indonesia Selatpanjang Branch on April 15-19, 2024 can seen in the table as follow:

**Table 3.12 Daily Activities April 15-19, 2024**

<b>No.</b>	<b>Date and Time</b>	<b>Description of Activities</b>	<b>Assignor</b>
1.	<b>Sunday, April 15, 2024</b>	Holiday	Repi Joni Andri
2.	<b>Tuesday, April 16, 2024</b>	1. Search for documents or customer data files in a special archive room 2. Sort ATM cards by account number that has been determined on paper	Repi Joni Andri
3.	<b>Wednesday, April 17,</b>	1. Make money tires 2. Search for documents or customer	Repi Joni Andri



	<b>2024</b>	data files in a special archive room	
4.	<b>Thursday, April 18, 2024</b>	1. Filing cash evidence files 2. Entering receipts into the cash evidence file archive	Repi Joni Andri
5.	<b>Friday, April 19, 2024</b>	1. Put the cash receipt file into the designated box 2. Arranging the cash evidence file box into a special archive room 3. Make money tires	Repi Joni Andri

Source: *Processed Data, 2024*

The activities or work that has been carried out by The Author during the implementation of the job training at PT. Bank Rakyat Indonesia Selatpanjang Branch on April 22-26, 2024 can be seen in the table as follows:

**Table 3.13 Daily Activities April 22-26, 2024**

No.	Date and Time	Description of Activities	Assignor
1.	<b>Sunday, April 22, 2024</b>	1. Retrieve the order folder from the warehouse 2. Organize the ATM cash receipt minutes file by code and sorted by date 3. Put the ATM cash inventory minutes file into an order folder	Repi Joni Andri
2.	<b>Tuesday, April 23, 2024</b>	1. Organize the order folder that contains the archive of ATM cash operation minutes into the cupboard 2. Money sorting	Repi Joni Andri
3.	<b>Wednesday, April 24, 2024</b>	1. Counting money using a counting machine 2. Changing the banknote tires from Bank Indonesia (BI) to Bank Rakyat Indonesia (BRI) money tires 3. Stamp the date and code on the money tire	Repi Joni Andri
4.	<b>Thursday, April 25, 2024</b>	1. Arrange the money according to the predetermined amount 2. Next, the money is tied using a special money rope 3. Packing money	Repi Joni Andri
5.	<b>Friday, April 26, 2024</b>	1. Continue packing money 2. Make money tires	Repi Joni Andri

Source: *Processed Data, 2024*

The activities or work that has been carried out by The Author during the implementation of the job training at PT. Bank Rakyat Indonesia Selatpanjang Branch on April 19- May 3, 2024 can be seen in the table as follows:

**Table 3.14 Daily Activities April 29- May 3, 2024**

No.	Date and Time	Description of Activities	Assignor
1.	<b>Sunday, April 29,</b>	1. Sort money 2. Changing the banknote tires from	Repi Joni Andri

	<b>2024</b>	Bank Indonesia (BI) to Bank Rakyat Indonesia (BRI) money tires 3. Retrieval of cash evidence files from the archive room	
2.	<b>Tuesday, April 30, 2024</b>	1. Retrieval of cash evidence files from the archive room 2. Search for documents or customer data files in a special archive room	Repi Joni Andri
3.	<b>Wednesday, May 1, 2024</b>	Holiday	Repi Joni Andri
4.	<b>Thursday, May 2, 2024</b>	1. Make money tires 2. Changing the banknote tires from Bank Indonesia (BI) to Bank Rakyat Indonesia (BRI) money tires	Repi Joni Andri
5.	<b>Friday, May 3, 2024</b>	1. Filing customer service files 2. Organize customer service files that have been archived into boxes according to month and year 3. Next, the cardboard box containing the customer service file archive is put into a special archive room.	Repi Joni Andri

Source: Processed Data, 2024

The activities or work that has been carried out by The Author during the implementation of the job training at PT. Bank Rakyat Indonesia Selatpanjang Branch on May 6-10, 2024 can be seen in the table as follows:

**Table 3.15 Daily Activities May 6-10, 2024**

<b>No.</b>	<b>Date and Time</b>	<b>Description of Activities</b>	<b>Assignor</b>
1.	<b>Sunday, May 6, 2024</b>	1. Retrieval of cash evidence files from the archive room 2. Make money tires	Repi Joni Andri
2.	<b>Tuesday, May 7, 2024</b>	1. Sort money 2. Changing the banknote tires from Bank Indonesia (BI) to Bank Rakyat Indonesia (BRI) money tires 3. Stamp the date and code on the money tire	Repi Joni Andri
3.	<b>Wednesday, May 8, 2024</b>	1. Continue sorting money 2. Changing the banknote tires from Bank Indonesia (BI) to Bank Rakyat Indonesia (BRI) money tires 3. Stamp the date and code on the money tire	Repi Joni Andri
4.	<b>Thursday, May 9, 2024</b>	Holiday	Repi Joni Andri
5.	<b>Friday, May 10, 2024</b>	Holiday	Repi Joni Andri

Source: Processed Data, 2024

The activities or work that has been carried out by The Author during the implementation of the job training at PT. Bank Rakyat Indonesia Selatpanjang Branch on May 13-17, 2024 can be seen in the table as follows:

**Table 3.16 Daily Activities May 13-17, 2024**

<b>No.</b>	<b>Date and Time</b>	<b>Description of Activities</b>	<b>Assignor</b>
1.	<b>Sunday, May 13, 2024</b>	1. Sort ATM cards by account number that has been determined on paper 2. Retrieval of cash evidence files from the archive room 2. Make money tires	Repi Joni Andri
2.	<b>Tuesday, May 14, 2024</b>	1. Search for documents or customer data files in a special archive room 2. Money sorting	Repi Joni Andri
3.	<b>Wednesday, May 15, 2024</b>	1. Continue sorting money 2. Make money tires	Repi Joni Andri
4.	<b>Thursday, May 16, 2024</b>	1. Make money tires 2. Changing the banknote tires from Bank Indonesia (BI) to Bank Rakyat Indonesia (BRI) money tires	Repi Joni Andri
5.	<b>Friday, May 17, 2024</b>	1. Tidying and sorting archive boxes 2. Write the date, month and year on the archive box 3. Organize and group cash receipt files by date, month and year into archive boxes	Repi Joni Andri

*Source: Processed Data, 2024*

The activities or work that has been carried out by The Author during the implementation of the job training at PT. Bank Rakyat Indonesia Selatpanjang Branch on May 20-24, 2024 can be seen in the table as follows:

**Table 3.17 Daily Activities May 20-24, 2024**

<b>No.</b>	<b>Date and Time</b>	<b>Description of Activities</b>	<b>Assignor</b>
1.	<b>Sunday, May 20, 2024</b>	1. Make money tires 2. Packing money	Repi Joni Andri
2.	<b>Tuesday, May 21, 2024</b>	1. Search for documents or customer data files in a special archive room 2. Bring BRI document files to the post office 3. Requested post office stamp for BRI document files	Repi Joni Andri
3.	<b>Wednesday, May 22, 2024</b>	1. Search for documents or customer data files in a special archive room 2. Recording the 1998 bill of deposit register	Repi Joni Andri

4.	<b>Thursday, May 23, 2024</b>	Holiday	Repi Joni Andri
5.	<b>Friday, May 24, 2024</b>	Holiday	Repi Joni Andri

Source: Processed Data, 2024

The activities or work that has been carried out by The Author during the implementation of the job training at PT. Bank Rakyat Indonesia Selatpanjang Branch on May 27-31, 2024 can be seen in the table as follows:

**Table 3.18 Daily Activities May 27-31, 2024**

No.	Date and Time	Description of Activities	Assignor
1.	<b>Sunday, May 27, 2024</b>	1. Sort money 2. Packing money 2. Make money tires	Repi Joni Andri
2.	<b>Tuesday, May 28, 2024</b>	1. Search for documents or customer data files in a special archive room 2. Make money tires 3. Search for documents or customer data files in a special archive room	Repi Joni Andri
3.	<b>Wednesday, May 29, 2024</b>	1. Continue sorting money 2. Make money tires	Repi Joni Andri
4.	<b>Thursday, May 30, 2024</b>	1. Sort ATM cards by account number that has been determined on paper 2. Make money tires 3. Changing the banknote tires from Bank Indonesia (BI) to Bank Rakyat Indonesia (BRI) money tires	Repi Joni Andri
5.	<b>Friday, May 31, 2024</b>	1. Make money tires	Repi Joni Andri

Source: Processed Data, 2024

### 3.4 Systems and Procedures

The systems and procedures that the writers used while working at BRI Selatpanjang Branch are as follows:

#### 1. Filing of Cash Receipt Files

The Author was assigned to archive the cash evidence file. Cash evidence files per day are packaged using rectangular plastic and on the plastic the date, month and year are written using a marker as stated on the file. Files that have been packed are put into a special archive box and the month and year are

written on the box. One box contains cash evidence files for one month. Then, the box is put into a special archive room and arranged in the order of the first month.



**Figure 3.2. Filing of Cash Receipt Files**

*Source: Personal documentation, 2024*

## 2. Sort money

The Author was assigned to sort money. Banknote sorting optimizes the cash management process by efficiently sorting and grouping cash by denomination. Sorting involves several steps to process cash. First, they insert fractional cash into the machine. The machine then starts counting the bills and if any of the bills are damaged or folded, an error will occur. Secondly, the banknotes that have been counted for a specified amount of money then enter the stage of mounting the banknote tire that has the nominal value printed on it.



**Figure 3.3. Sort Money**

*Source: Personal documentation, 2024*

Third, the money that has been installed in the money tire is taken as many as 10 (ten) pieces and then arranged in a way that 5 (five) pieces of money and the money tire must face left and vice versa 5 (five) other pieces of money tire must face right, then 10 pieces of money was tied using a special rope. Fourth, on the tire of the money stamped the date the money was sorted, code,

and the name of the teller in charge. Finally, the money is packaged using plastic that has been adjusted to its size, then filled according to the nominal amount that has been determined and then inserted into the bank safe.

### 3. Recording the 1998 bill of deposit register

Bilyet deposit is proof of ownership obtained by customers as proof of deposits in the bank in the form of time deposits. Thus, when saving money in the form of a deposit, you will get evidence in the form of a deposit bilyet. In this activity, the writer is given one ledger and a deposit slip.



**Figure 3.4. Register of Bills of Deposit 1998**

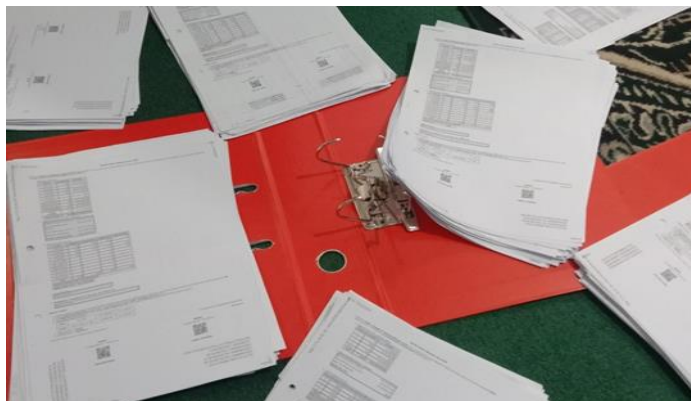
*Source: Personal documentation, 2024*

The first step is to line the paper into 5 (five) sections. The writer is only authorized to write the DD No. on the third lined section in the book. The DD No. is at the bottom left of the deposit slip. Each deposit slip has a different and consecutive No. DD. The DD No. contained on the deposit slip is copied into the ledger. Furthermore, the other lines are filled in by the employee concerned.

### 4. Filing ATM cash-taking minutes document

The ATM cash-taking minutes document is a document that contains a physical examination of cash, both in the form of coins and banknotes and compares the amount between cash accounting records (cash mutations) with cash currently held, either stored in safes, or in hand / cash on hand. In this activity, the author was assigned to archive documents. The Author is given an ATM cash receipt document. The document is separated based on the code listed

at the top of the document. Furthermore, documents that have been arranged by code are sorted by date next to the code at the top of the document.



**Figure 3.5. Filing ATM cash-taking minutes document**

*Source: Personal documentation, 2024*

The date sorting starts from the smallest date. Finally, the documents are put into an orange-colored ordner folder that has a code printed on the side of the folder. Documents are inserted based on the code and date which must be in order from the smallest with the preparation of the smallest date placed at the bottom. Then the ordner folder is arranged in a special archive cabinet.

## 5. Make Money Tires

Money tires are separators or binders of money according to a predetermined nominal. In banking activities, money tires are needed starting from the smallest nominal of Rp.1.000 to Rp. 100.000. In this activity, the author is tasked with making money tires for money sorting purposes. The stage of making a money tire is that the rectangular money tire is taken on both sides and then folded according to the size of the example given. Then glued and smoothed. After completion, the money tires are tied using rubber and stored in a special cabinet. Each money tire has a different size so a sample is needed to get the desired size.

## 3.5 Obstacles and Solutions

### 3.5.1 Obstacles

The obstacle that the outhors get while doing the apprenticeship at BRI Selatpanjang Branch Offices are:

1. The Author does not have a room to do the assigned tasks. Thus, The Author has difficulty finding a room to do the assignment and the processing time becomes longer because he has to find a suitable room.
2. The Author has difficulty in finding cash receipt files that have been archived last year because there is no information on the date, month and year in the archive box. Thus, the author must open one by one box to find the requested cash evidence file.
3. Limited use of office computers, due to confidentiality concerns. As a result, the author has never been given a job that uses a computer.

### 3.5.2 Solutions

The Author provides a solution for BRI Selatpanjang Branch Office that in the future it will be even better, namely:

1. If there are new students who will do an internship at Bank Rakyat Indonesia Selatpanjang Branch Office, BRI will provide a special room to make it easier for interns to do their work, and provide more space to place items from the Bank.
2. When archiving, the date, month and year should be given to the archive box. Thus, making it easier to find the necessary documents.
3. Provide one computer specifically for interns. This way, interns can use the computer to complete their assignments without having to borrow another employee's computer.



## **CHAPTER IV**

### **CONCLSION AND SUGESTION**

#### **4.1 Conclusion**

Based on the explanation in the previous chapter, The Author draws conclusions in several ways, namely as follows:

1. The Author is given tasks in 4 (four) areas, namely the customer service section, which is Recording NO.DD into the 1998 bilyet deposit register book, Arrange the new ATM card based on the guidelines of the account number sequence on the paper, Photocopy of customer collateral if needed, Filing customer service files, Entering files into the BRImen room, Request customer cards and savings books. Management Administration/ Account Officer Section, Search the archive room for the required customer personal data documents and Receive files from customers who will make loans. Tellers Section, Make money tires, Putting tires on money, Counting money with a calculating machine, Sort money according to Bank Indonesia standards, Put a stamp on the money to be deposited, Packing money. And Supervisor/Assistant Manager Operational (AMO) Section, Filing cash evidence files, Search for cash evidence archive files, Organize cash evidence files that have been archived into a special archive room.
2. During the implementation of this Practical Work, The Author carried out Practical Work at one of the regionally owned companies in Riau, namely BRI Selatpanjang Branch Office which lasted for 4 (four) months, starting from February 01, 2024 to May 31, 2024.
3. Furthermore, in this internship, The Author also understands how the system, procedures and gain experience in sorting money correctly according to BI (bank Indonesia) regulations.
4. The obstacles that The Author got during his internship at BRI Selatpanjang branch where, difficulty in finding cash evidence files that

had been archived last year because there was no date, month and year information on the archive box. Thus, The Author must open one by one box to find the requested cash evidence file. Then for the solution, The Author evaluates the cash evidence file and puts it in an archive box that has been given the date, month and year in the box and rearranged to the top of the cabinet in the order of the previous date.

#### **4.2 Suggestions**

The Author provides some suggestions for various parties, namely for The Author himself, for students or younger siblings who will do practical work in the next period, for companies and for the State Polytechnic of Bengkalis.

1. Advice for The Author to be more disciplined, neat, thorough. Thorough and concentrated in the implementation of internship work.
2. The Author also provides suggestions that may be useful for students who will carry out practical work for the next period, namely prioritizing safety and health, making the best use of time, doing work according to ability and also in accordance with the instructions of the apprenticeship supervisor, thinking before taking action, always patient and obedient, must learn to manage all the tasks given and there is an initiative to evaluate the system and procedures for implementing apprenticeship. And lastly, the most important thing is to do your best during the implementation of this apprenticeship, because this opportunity may only be obtained once. Good performance in the implementation of practical work also has a positive impact, especially for students, campuses, and also companies.
3. Completed The Author carries out practical work activities at BRI Selatpanjang Branch. Suggestions from The Author to make it even better, namely when the company gives tasks that have a big responsibility and high risk to intern students should be supervised, guided and taught the steps.

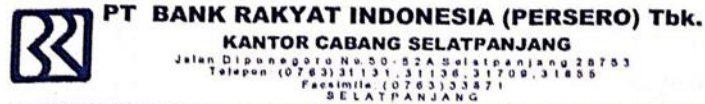
4. Suggestions for the Bengkalis State Polytechnic campus is that the implementation of this apprenticeship can be used as an evaluation, and to provide debriefing to students who will carry out practical work activities before carrying out practical work in accordance with the field

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- Politeknik Negeri Bengkalis. (2024). History of Politeknik Negeri Bengkalis. Available From: <https://kemahasiswaan.polbeng.ac.id/konten-20160921165631>. (Accessed April, 20 2024).
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- Wikipedia. (2024). BRI Logo. Available From: [https://id.m.wikipedia.org/wiki/Berkas:BRI\\_2020\\_%28Alternative%29.svg](https://id.m.wikipedia.org/wiki/Berkas:BRI_2020_%28Alternative%29.svg). (Accessed June, 8 2024).

## APPENDIX

### Appendix 1 Apprenticeship Acceptance Letter



Selatpanjang, 05 Desember 2023

Nomor : B.414/KC-RO-SLP/SDM/12/2023

Kepada Yth.

Lampiran : -

**Ketua Program Studi Administrasi Bisnis  
Internasional, Politenik Negeri Bengkalis**

Perihal : Konfirmasi Permohonan Izin Kerja Praktek An. Suci  
Anggraini

Di  
Tempat

Berdasarkan surat Nomor: 4224/PL31/TU/2023 tanggal 09 November 2023 perihal permohonan kerja praktek kepada mahasiswa:

Nama : Suci Anggraini  
NIM : 5404201268  
Jurusan : D4 Administrasi Bisnis Internasional  
Universitas : Politeknik Negeri Bengkalis

Bersama ini kami sampaikan bahwa mahasiswa tersebut di atas dapat kami terima untuk melaksanakan kerja praktek di PT. Bank Rakyat Indonesia (Persero) Tbk Kantor Cabang Selatpanjang terhitung mulai 01 Februari 2024 s.d 31 Mei 2024.

Demikian dapat kami sampaikan, atas perhatian kami ucapkan terimakasih.



**Tindakan :**

## Appendix 2 Apprenticeship Assesment Sheet

EVALUATION RESULTS FROM JOB TRAINING  
PT. BANK RAKYAT INDONESIA  
SELATPANJANG BRANCH

Name : Suci Anggraini  
Student's Identity No. : 5404201268  
Study Program : International Business Administration  
Politeknik Bengkalis

No.	Assessment Aspect	Percentage	Scores
1.	Disciplin	20%	50
2.	Responsibility	25%	90
3.	Adjustment/Adaptation	10%	85
4.	Work Result	30%	90
5.	Behavior in General	15%	90
	Total:	100%	

Explanation :

**Score : Criteria**  
81-100 : Excellence  
71-80 : Very Good  
66-70 : Good  
61-65 : Good Enough  
56-60 : Enough

Notes:

..... So far she has been very good,  
..... Must improve your ability to achieve work skills  
.....  
.....

Selatpanjang, May 31, 2024



**Repi Joni Andri**  
Supervisors

# SERTIFIKAT

Di berikan kepada

*Suci Ungghaini*

Yang telah melaksanakan Kerja Praktek (KP) di Kantor Bank Rakyat Indonesia (BRI) Cabang Selatpanjang terhitung sejak tanggal 01 Februari 2024 hingga 31 Mei 2024.  
Selatpanjang, 31 Mei 2024

 Bank Rakyat Indonesia (BRI) Cabang Selatpanjang.



**Eric Ridwan Putra**

## Appendix 4 Absence Apprenticeship










### ABSENCE APPRENTICESHIP

PT. BANK RAKYAT INDONESIA CABANG SELATPANJANG

Name : Suci Anggraini

NIM : 5404201268

Month : February

No.	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1.	February 1, 2024	08.00	12.00	13.00	16.00	
2.	February 2, 2024	08.00	12.00	13.00	16.00	
3.	February 3, 2024	Weekend				-
4.	February 4, 2024	Weekend				-
5.	February 5, 2024	08.00	12.00	13.00	16.00	
6.	February 6, 2024	08.00	12.00	13.00	16.00	
7.	February 7, 2024	08.00	12.00	13.00	16.00	
8.	February 8, 2024	Holiday				-
9.	February 9, 2024	Holiday				-
10.	February 10, 2024	Weekend				-
11.	February 11, 2024	Weekend				-
12.	February 12, 2024	08.00	12.00	13.00	16.00	
13.	February 13, 2024	08.00	12.00	13.00	16.00	
14.	February 14, 2024	Holiday				-
15.	February 15, 2024	08.00	12.00	13.00	16.00	
16.	February 16, 2024	08.00	12.00	13.00	16.00	
17.	February 17, 2024	Weekend				-



18.	February 18, 2024	Weekend				-
19.	February 19, 2024	08.00	12.00	13.00	16.00	df
20.	February 20, 2024	Permission				-
21.	February 21, 2024	Permission				-
22.	February 22, 2024	Permission				-
23.	February 23, 2024	08.00	12.00	13.00	16.00	df
24.	February 24, 2024	Weekend				/
25.	February 25, 2024	Weekend				/
26.	February 26, 2024	08.00	12.00	13.00	16.00	df
27.	February 27, 2024	08.00	12.00	13.00	16.00	df
28.	February 28, 2024	08.00	12.00	13.00	16.00	df
29.	February 29, 2024	08.00	12.00	13.00	16.00	df

**ABSENCE APPRENTICESHIP**  
**PT. BANK RAKYAT INDONESIA CABANG SELATPANJANG**

Name : Suci Anggraini

NIM : 5404201268

Month : March

No.	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1.	March 1, 2024	08.00	12.00	13.00	16.00	<i>[Signature]</i>
2.	March 2, 2024	Weekend				<i>[Signature]</i>
3.	March 3, 2024	Weekend				<i>[Signature]</i>
4.	March 4, 2024	08.00	12.00	13.00	16.00	<i>[Signature]</i>
5.	March 5, 2024	08.00	12.00	13.00	16.00	<i>[Signature]</i>
6.	March 6, 2024	08.00	12.00	13.00	16.00	<i>[Signature]</i>
7.	March 7, 2024	08.00	12.00	13.00	16.00	<i>[Signature]</i>
8.	March 8, 2024	08.00	12.00	13.00	16.00	<i>[Signature]</i>
9.	March 9, 2024	Weekend				<i>[Signature]</i>
10.	March 10, 2024	Weekend				<i>[Signature]</i>
11.	March 11, 2024	Holiday				<i>[Signature]</i>
12.	March 12, 2024	Holiday				<i>[Signature]</i>
13.	March 13, 2024	08.00	12.00	13.00	15.00	<i>[Signature]</i>
14.	March 14, 2024	08.00	12.00	13.00	15.00	<i>[Signature]</i>
15.	March 15, 2024	08.00	12.00	13.00	15.00	<i>[Signature]</i>
16.	March 16, 2024	Weekend				<i>[Signature]</i>
17.	March 17, 2024	Weekend				<i>[Signature]</i>












18.	March 18, 2024	08.00	12.00	13.00	15.00	ff
19.	March 19, 2024	08.00	12.00	13.00	15.00	ff
20.	March 20, 2024	08.00	12.00	13.00	15.00	ff
21.	March 21, 2024	08.00	12.00	13.00	15.00	ff
22.	March 22, 2024	08.00	12.00	13.00	15.00	ff
23.	March 23, 2024	Weekend				/
24.	March 24, 2024	Weekend				/
25.	March 25, 2024	08.00	12.00	13.00	15.00	ff
26.	March 26, 2024	08.00	12.00	13.00	15.00	ff
27.	March 27, 2024	08.00	12.00	13.00	15.00	ff
28.	March 28, 2024	08.00	12.00	13.00	15.00	ff.
29.	March 29, 2024	Holiday				/
30.	March 30, 2024	Weekend				/
31.	March 31, 2024	Weekend				/

**ABSENCE APPRENTICESHIP**  
**PT. BANK RAKYAT INDONESIA CABANG SELATPANJANG**

Name : Suci Anggraini

NIM : 5404201268

Month : April

No.	Date	Morning		Afternoon		Signature	
		In	Out	In	Out		
1.	April 1, 2024	08.00	12.00	13.00	15.00		
2.	April 2, 2024	08.00	12.00	13.00	15.00	 	
3.	April 3, 2024	08.00	12.00	13.00	15.00	 	
4.	April 4, 2024	08.00	12.00	13.00	15.00	 	
5.	April 5, 2024	08.00	12.00	13.00	15.00		
6.	April 6, 2024	Weekend					
7.	April 7, 2024	Weekend					
8.	April 8, 2024	Holiday					
9.	April 9, 2024	Holiday					
10.	April 10, 2024	Holiday					
11.	April 11, 2024	Holiday					
12.	April 12, 2024	Holiday					
13.	April 13, 2024	Weekend					
14.	April 14, 2024	Weekend					
15.	April 15, 2024	Holiday					
16.	April 16, 2024	08.00	12.00	13.00	16.00		
17.	April 17, 2024	08.00	12.00	13.00	16.00		

18.	April 18, 2024	08.00	12.00	13.00	16.00	off
19.	April 19, 2024	08.00	12.00	13.00	16.00	off
20.	April 20, 2024	Weekend				
21.	April 21, 2024	Weekend				
22.	April 22, 2024	08.00	12.00	13.00	16.00	off
23.	April 23, 2024	08.00	12.00	13.00	16.00	off
24.	April 24, 2024	Permission				off
25.	April 25, 2024	08.00	12.00	13.00	16.00	off.
26.	April 26, 2024	08.00	12.00	13.00	16.00	off
27.	April 27, 2024	Weekend				
28.	April 28, 2024	Weekend				
29.	April 29, 2024	Permission				off
30.	April 30, 2024	08.00	12.00	13.00	16.00	off

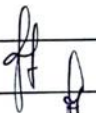

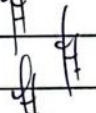
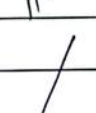

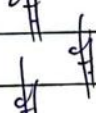
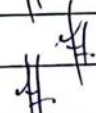






**ABSENCE APPRENTICESHIP**

**PT. BANK RAKYAT INDONESIA CABANG SELATPANJANG**

Name : Suci Anggraini

NIM : 5404201268

Month : May



No.	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1.	May 1, 2024	Holiday				
2.	May 2, 2024	08.00	12.00	13.00	16.00	
3.	May 3, 2024	08.00	12.00	13.00	16.00	
4.	May 4, 2024	Weekend				
5.	May 5, 2024	Weekend				
6.	May 6, 2024	08.00	12.00	13.00	16.00	
7.	May 7, 2024	08.00	12.00	13.00	16.00	
8.	May 8, 2024	08.00	12.00	13.00	16.00	
9.	May 9, 2024	Holiday				
10.	May 10, 2024	Holiday				
11.	May 11, 2024	Weekend				
12.	May 12, 2024	Weekend				
13.	May 13, 2024	08.00	12.00	13.00	16.00	
14.	May 14, 2024	08.00	12.00	13.00	16.00	
15.	May 15, 2024	08.00	12.00	13.00	16.00	
16.	May 16, 2024	08.00	12.00	13.00	16.00	
17.	May 17, 2024	08.00	12.00	13.00	16.00	

18.	May 18, 2024	Weekend				-
19.	May 19, 2024	Weekend				-
20.	May 20, 2024	08.00	12.00	13.00	16.00	H
21.	May 21, 2024	08.00	12.00	13.00	16.00	H
22.	May 22, 2024	08.00	12.00	13.00	16.00	H
23.	May 23, 2024	Holiday				
24.	May 24, 2024	Holiday				
25.	May 25, 2024	Weekend				
26.	May 26, 2024	Weekend				
27.	May 27, 2024	08.00	12.00	13.00	16.00	H
28.	May 28, 2024	08.00	12.00	13.00	16.00	H
29.	May 29, 2024	08.00	12.00	13.00	16.00	H
30.	May 30, 2024	08.00	12.00	13.00	16.00	H
31.	May 31, 2024	08.00	12.00	13.00	16.00	H.

## Appendix 5 Daily Activities

### DAILY ACTIVITIES OF APPRENTICESHIP

Day : Thursday - Friday  
Date : February 1-2, 2024




No.	Description of Activities	Assignore	Signature
1.	1. Self introduction 2. Make money tires	Repi Joni Andri	
2.	1. Make money tires 2. Search for documents or customer data files in a special archive room	Repi Joni Andri	
3.	Notes by Industrial Coach		


Documentation	Explanation
	<p>The Author's activities in the first week, in the first week the first day The Author made self-introduction to all BRI employees at the Selatpanjang branch and made a tire of denominations of Rp.20,000, then the second day The Author helped bank employees find the necessary customer loan documents.</p>



## DAILY ACTIVITIES OF APPRENTICESHIP

Day : Monday – Friday  
Date : February 5-9, 2024

No.	Description of Activities	Assignore	Signature
1.	1. Continuing the search customer documents 2. Cutting transaction proof paper	Repi Joni Andri	
2.	1. Recording the 1998 bill of deposit register 2. Search for documents or customer data files in a special archive room	Repi Joni Andri	
3.	1. Folding and gluing plastic according to size for money packaging 2. Cut the money strap according to the given size	Repi Joni Andri	
4.	Holiday	Repi Joni Andri	-
5.	Holiday	Repi Joni Andri	-
6.	Notes by Industrial Coach		

Documentation	Explanation
	<p>The Author's activities in the second week, the second week The Author helped find customer documents in a special room for customer documents, prepared equipment for packing money such as plastic and special ropes for tying money, cut the proof of transaction paper into two parts, and helped the supervisor record NO.DD in the 1998 deposit bill register book, NO.DD was obtained from the BRI deposit book.</p>