

**PERANCANGAN DASHBOARD MONITORING ADMINISTRASI SURAT
PERINTAH PERJALANAN DINAS (SPPD) BERBASIS MICROSOFT
EXCEL PADA PT TELKOM AKSES PADANG**

Nadya Paramitha

**Program Studi Diploma Tiga Manajemen Perusahaan
Fakultas Ekonomi dan Bisnis Universitas Dharma Andalas**

ABSTRAK

Perkembangan teknologi informasi mendorong perusahaan untuk memanfaatkan teknologi dalam mendukung kegiatan administrasi, termasuk pengelolaan Surat Perintah Perjalanan Dinas (SPPD). Di PT Telkom Akses Padang, monitoring administrasi SPPD telah dilakukan melalui Portal Telkom dan Microsoft Excel, namun informasi yang tersedia masih berupa data rekapitulasi sehingga pengguna perlu melakukan pengolahan data kembali untuk memperoleh informasi yang dibutuhkan. Tugas akhir ini bertujuan merancang dashboard monitoring administrasi SPPD berbasis Microsoft Excel agar penyajian informasi menjadi lebih ringkas dan mudah dipahami. Metode yang digunakan adalah metode deskriptif dengan teknik pengumpulan data melalui observasi, wawancara, dan dokumentasi. Dashboard dirancang menggunakan fitur Pivot Table, Pivot Chart, dan Slicer pada Microsoft Excel. Hasil perancangan menunjukkan bahwa dashboard mampu menyajikan informasi mengenai jumlah SPPD berdasarkan kategori perjalanan, total SPPD, jumlah SPPD dan pengeluaran per bulan, jumlah SPPD berdasarkan rute perjalanan, total uang harian, total biaya akomodasi, serta total biaya keseluruhan dalam satu tampilan. Dashboard ini diharapkan dapat membantu mempermudah proses monitoring administrasi SPPD di PT Telkom Akses Padang.

Kata Kunci: Dashboard Monitoring, Administrasi, Surat Perintah Perjalanan Dinas (SPPD), Microsoft Excel.

**DESIGN OF A MICROSOFT EXCEL-BASED MONITORING DASHBOARD
FOR OFFICIAL TRAVEL ORDER (SPPD) ADMINISTRATION AT PT
TELKOM AKSES PADANG**

Nadya Paramitha

**Program Studi Diploma Tiga Manajemen Perusahaan
Fakultas Ekonomi dan Bisnis Universitas Dharma Andalas**

ABSTRACT

The development of information technology has encouraged companies to utilize technology to support administrative activities, including the management of Official Travel Orders (SPPD). At PT Telkom Akses Padang, the monitoring of SPPD administration has been carried out through the Telkom Portal and Microsoft Excel. However, the available information is still presented in the form of recap tables, requiring users to process the data again to obtain the needed information. This final project aims to design a Microsoft Excel-based dashboard for monitoring SPPD administration in order to present information in a more concise and understandable manner. The study employed a descriptive method, while data were collected through observation, interviews, and documentation. The dashboard was developed using Pivot Table, Pivot Chart, and Slicer features in Microsoft Excel. The results show that the dashboard is able to present information on the number of SPPDs by travel category, total SPPDs, monthly SPPDs and travel expenses, SPPDs by travel route, total daily allowance, total accommodation costs, and overall travel expenses in a single display. The dashboard is expected to facilitate the monitoring of SPPD administration at PT Telkom Akses Padang.

Keywords: *Monitoring Dashboard, Administration, Official Travel Order (SPPD), Microsoft Excel.*