

ABSTRAK

PROSEDUR *SYSTEM INVOICE* PADA DIVISI *FINANCE* DI PT JNE CABANG TAMIN BANDAR LAMPUNG

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Prosedur sistem *invoice* merupakan bagian penting dalam aktivitas keuangan perusahaan karena berfungsi sebagai alat penagihan resmi atas jasa yang telah diberikan. PT JNE Cabang Tamin Bandar Lampung sebagai perusahaan jasa pengiriman memiliki Divisi *Finance* yang bertanggung jawab dalam pelaksanaan prosedur sistem *invoice* agar proses penagihan dapat berjalan secara efektif dan sesuai dengan ketentuan perusahaan. Tugas Akhir ini bertujuan untuk mengetahui dan menganalisis prosedur sistem *invoice* pada Divisi *Finance* PT JNE Cabang Tamin Bandar Lampung. Metode penelitian yang digunakan adalah metode kualitatif dengan teknik pengumpulan data melalui observasi langsung selama pelaksanaan magang, wawancara, dan dokumentasi. Hasil penelitian menunjukkan bahwa prosedur sistem *invoice* pada Divisi *Finance* PT JNE Cabang Tamin Bandar Lampung telah berjalan dengan baik dan sesuai dengan prosedur yang ditetapkan, dimulai dari proses pensortiran *consignment note (connote)*, *scanning barcode*, *generate invoice*, pengecekan Nomor Seri Faktur Pajak (NSFP), *export* faktur pajak, hingga pencetakan dan pendistribusian *invoice* kepada pelanggan.

Kata kunci : Prosedur, sistem, Invoice, finance JNE

ABSTRACT

INVOICE PROCEDURE SYSTEM IN THE FINANCE DIVISION AT PT JNE TAMIN BANDAR LAMPUNG BRANCH

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The invoice system procedure is an important part of a company's financial activities because it functions as an official billing instrument for services that have been provided. PT JNE Tamin Branch Bandar Lampung, as a logistics and delivery service company, has a Finance Division that is responsible for implementing invoice system procedures to ensure that the billing process runs effectively and in accordance with company regulations. This Final Project aims to identify and analyze the invoice system procedures applied in the Finance Division of PT JNE Tamin Branch Bandar Lampung. The research method used is a qualitative approach, with data collection techniques including direct observation during the internship period, interviews, and documentation. The results of the study indicate that the invoice system procedure at the Finance Division of PT JNE Tamin Branch Bandar Lampung has been implemented properly and in accordance with established procedures, starting from the sorting of consignment notes, barcode scanning, invoice generation, verification of Tax Invoice Serial Numbers (NSFP), export of tax invoices, to the printing and distribution of invoices to customers.

Keyword : invoice, system, procedur financ, JNE