

ABSTRACT

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IMPLEMENTATION OF A CREDIT SERVICE ADMINISTRATION CONTROL SYSTEM AT PT XYZ

While carrying out Professional Work (KP) at PT XYZ, Practitioners are placed in the Credit Services Division. by working under the guidance of Admin Staff and supervision of the Credit Services Manager. Practitioners have the opportunity to assist Admin staff in inputting various types of credit and employee requirements documents as well as helping make copies of documents for administrative purposes and filing company documents (filling). Implementation of work carried out by practitioners using Ms. Excel and Cans which are special Credit Service Information Systems owned by the company. The obstacles faced originate from the information system used, such as the loss of input documents that have been paid into the system. These obstacles have of course been communicated to superiors properly to minimize the emergence of misunderstandings. has been communicated well so that there are no misunderstandings. PT All transaction documents at this company have complete copies and are neatly archived in one place.

Keywords : Internal Control System, Credit Administration, System Evaluation