

ABSTRACT

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ACTIVITIES OF ACCOUNTS PAYABLE IN THE FINANCE DEPARTMENT AT PT RAJA TOP FOOD

This report discusses the critical role of the Finance and Accounting divisions at PT Raja Top Food in maintaining operational continuity and financial health. The main focus is on the verification and payment processes, which include receiving documents from suppliers, checking completeness, and authorizing payments through the MCM Mandiri system. The study also identifies challenges faced, such as the lack of physical checks before authorization, and proposes solutions to enhance accuracy and efficiency. From the internship experience, the trainee gained deep insights into the importance of diligence in financial management, which serves as a foundation for tackling challenges in the professional world. Recommendations for the company include improving verification processes, conducting regular training, adopting technology, implementing a feedback system, performing internal audits, and strengthening workplace culture.

Keywords : payment processes, finance division, document verification, internship report.