

ABSTRACT

Penyusunan Laporan Penjualan dan Pencatatan Pengeluaran Operasional PT. Ardhya Bumi Mandiri

While carrying out professional work at PT Ardhya Bumi Mandiri, the practitioner works under the supervision of the director as manager. The manager is an employee in a company whose job is to coordinate the various activities of the company's employees. Practitioners have the opportunity to do work on the manager's department which focuses on all sales reports and operational expense reports both in every activity and office operational costs. Sales results report is a collection of sales information that is compiled and informed as material for recording and analyzing sales. This report is usually obtained by the practitioner from the sales marketing department of each company brand, namely One Point Indonesia, Risk Corner Consulting and BPR Learning for the practitioner to learn whether it is in accordance with the sales target or not. Operational costs are costs incurred to carry out the daily activities of a company such as employee salaries, sales bonuses, employee benefits, presenter fees, to rent a place. Reports for the operational expenses of the practitioner are obtained from 2 (two) different divisions. When the expenditure is made when there is training, the practitioner gets an operational report in the form of a training budget from each sales marketing. Meanwhile, for office operational reports, the practitioner gets it from the finance department.

Keywords: *manager, sales report, operational report*