

### Abstract

While carrying out professional work at PT. XYZ, Pratiikan works under the supervision and guidance of the *Finance Dept.* In the midst of the Covid-19 pandemic situation as it is today, companies are looking for ways to reduce contact with others. The goal is clearly to prevent exposure and infection with this virus that is currently spreading. Therefore, low-contact transactions are very important. The company needs to be part of ensuring the security and comfort of business partners, one of which is by providing *electronic payments* in making transactions related to business continuity. Transactions are also very easy and fast using *electronic payments*. Today, electronic payments not only serve as a point of transaction, but rather to see more value by business associates. Electronic payments greatly save time and costs, security is maintained and transactions take place faster.

In the work of the Practicant profession, he is directly involved in carrying out payment work to PT. XYZ via *Electronic Payment (E-Payment)*. In addition, Praktikan also records Cash Advance, *Settlement Cash Advance*, and monitors the use of *Petty Cash*.

PT. XYZ collaborates with a number of banking institutions to start facilitating e-payments safely, quickly and practically. To ensure the security of *Finance Dept transactions*, double check every payment transaction through *E-Payment*, namely *Maker, Approval, Release1 and Release2*.

Keywords : *Payment Electronic, Cash Advance, Petty Cash*