

ABSTRACT

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PURCHASE MANAGEMENT, INVOICE RECEIPT, AND BANK RECONCILIATION AT PT. PUSAKA MITRA ARTHA

This report aims to fulfill the assessment for the Professional Work course in the Accounting Study Program, Faculty of Humanities and Business at Pembangunan Jaya University. The report provides a brief overview of the practices applied in purchasing management, invoice receipt, and bank reconciliation at PT. Pusaka Mitra Artha. It encompasses the steps involved in the purchasing process, procedures for invoice receipt, and the bank reconciliation process. Through documenting the working practices, this report identifies challenges faced and suggests solutions based on the learning acquired during the academic activities at Pembangunan Jaya University.

Keywords : *Purchase Management, Invoice Receipt, Bank Reconciliation*