

ABSTRACT

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While carrying out professional work at PT. Mega Pratama Medicalindo, Practitioner works under the supervision and guidance of the Accounting & Tax Division Manager. This professional work aims to fulfill the obligations of the Professional Work Course criteria in the Accounting Study Program, Faculty of Humanities and Business, Pembangunan Jaya University. In this activity, the practitioner is tasked with being a Tax Admin Staff at PT. Mega Pratama Medicalindo. The main work carried out by practitioners is carrying out the invoice management process and creating tax invoices for PT customers. Mega Pratama Medicalindo. Apart from that, practitioners are also tasked with making Tax Payment Letters (SSP). In its implementation, the intern uses a technology-based Accounting Information System, namely ERP, Magic Viewer and Spreadsheet applications.

Keywords: Invoice Management, Making Tax Invoices, Making Tax Payment Letters