ABSTRACT

CREATING THE STANDARD OPERATING PROCEDURE (SOP) IN FINANCE, ACCOUNTING, HR & GENERAL AFFAIRS DIVISION AT PT. SURVEYOR INDONESIA (PERSERO) IN MAKASSAR BRANCH

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Standard Operating Procedure (SOP) has benefits and an important role in companies because it can help or increase efficiency and effectiveness in activities or work processes. Having SOP will also avoid overlapping processes or activities at work. Based on this explanation, there are problems with the research locus because it does not have a written SOP and does not have SOP for every work item but only has SOP for each division. Therefore, this study aims to solve the problem of compiling the SOP for work on making invoices, tax invoices, and client payments.

This research uses a qualitative method using technical analysis stages such as observations, interviews, and analyzing the Focus Group Discussion (FGD) documents to prepare or create SOP.

The outcome of this research is creating the SOP for work processes or procedures for making invoices, tax invoices and client payments as guidelines that have been standardized for improving work processes or procedures in the Finance, Accounting, HR & General Affairs Division at PT. Surveyor Indonesia (Persero) in Makassar Branch. As for the suggestions for this research, hopefully, the SOP that has been made or proposed can be used as guidelines for activities or workflow processes in the Finance, Accounting, HR & General Affairs Division. In conclusion, this SOP can help guide workflow processes in the Finance, Accounting, HR & General Affairs Division at PT. Surveyor Indonesia (Persero) in Makassar Branch.

Keywords: SOP, Finance, Invoice, and Tax Invoice

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