

IMPLEMENTATION OF A MANUAL BOOK AS A GUIDELINE FOR SALES INVOICE AND RECEIPT PROCEDURES IN THE MANAGER IO APPLICATION

PT Informasi Nusantara Teknologi



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1 BACKGROUND

During the internship at PT Informasi Nusantara Teknologi, it was found that the Sales Invoice and Receipt procedures in the IO Manager application were still performed based on verbal instructions without standardized written documentation.



This condition caused difficulties for new employees and interns in understanding the workflow, resulting in differences in work procedures and potential input errors.

Therefore, a Manual Book was developed as a guideline to standardize the Sales Invoice and Receipt procedures, improve work efficiency, and support accurate transaction recording.

2 COMPANY OVERVIEW

PT Informasi Nusantara Teknologi is a company engaged in Internet Service Provider (ISP) services located in Batam.

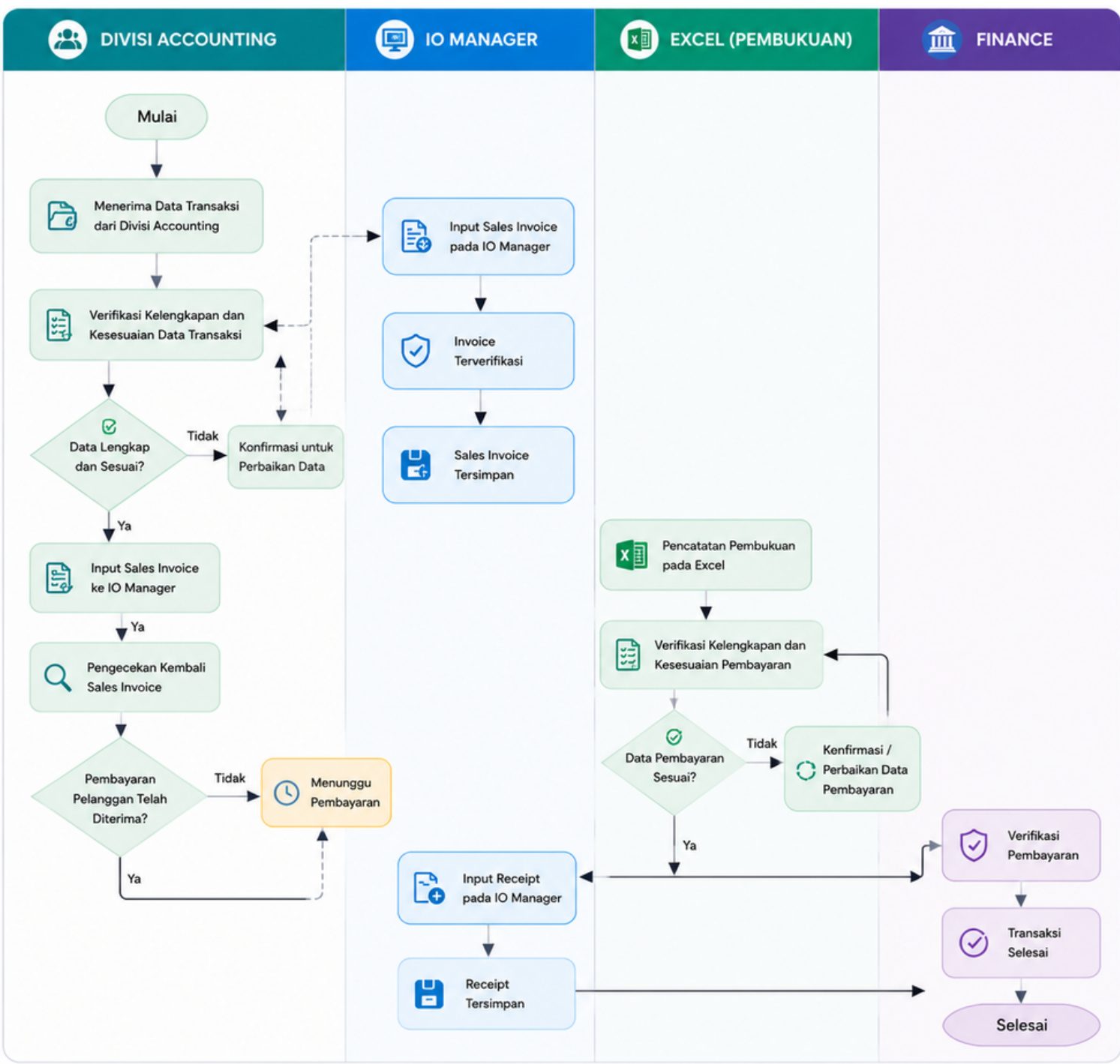


The company provides various internet solutions, including:

- Dedicated Internet
- Broadband Internet
- Internet Service Solutions

In operational activities, the company utilizes the IO Manager application to support accounting and transaction recording processes, including Sales Invoice and Receipt management.

3 SALES INVOICE & RECEIPT PROCESS



4 LITERATURE REVIEW

- **Sales Invoice**
Sales Invoice is a document containing transaction details issued by a company as evidence of sales activities and payment obligations.
- **Receipt**
Receipt is a document used as proof of payment received from customers.
- **Accounting Information System**
An accounting information system supports transaction processing, data recording, and financial reporting activities.
- **Manual Book**
A manual book provides standardized instructions to ensure work procedures are performed consistently and accurately.

5 PROBLEM IDENTIFICATION & DEVELOPMENT RESULTS



PROBLEMS	IMPACT	SOLUTION
No written procedure for Sales Invoice and Receipt	Inconsistent work process	Manual Book development as work guideline
Verbal instructions in delivering procedures	Longer adaptation process for new users and interns	Providing step-by-step procedures in IO Manager
Lack of documentation during transaction process	Potential input errors and inconsistent records	Adding screenshot documentation and verification steps
DEVELOPMENT RESULT		
The Manual Book standardizes Sales Invoice and Receipt procedures, improves efficiency, and supports accurate transaction recording.		

6 CONCLUSION



Based on the implementation, the Manual Book for Sales Invoice and Receipt procedures in the IO Manager application can support standardized work processes at PT Informasi Nusantara Teknologi.

This guideline helps users understand application procedures, minimizes recording errors, and improves efficiency in accounting activities.

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