



PREPARATION OF AN ACUMATICA ERP MANUAL BOOK FOR THE ACCOUNT PAYABLE PROCESS AT PT VME PROCESS

01 COMPANY PROFILE

PT VME Process is a company operating in the engineering, fabrication, construction, and oil and gas service industry. The company provides integrated services to support energy industry operations.

During the internship in the Accounting Division, it was found that there was no manual book available for using the Acumatica system. As a result, the work process still depended on direct explanations from other employees and increased the risk of data input errors.



MANUAL BOOK DEFINITION 02

A manual book or user guide is a document that contains instructions, procedures, and steps for using a system or application correctly. A manual book is created to help users understand how the system works, reduce errors, and make work processes easier and more efficient (Fajriyani, 2020). In addition, a manual book helps users follow established procedures properly to avoid work errors (Subekti, 2022).

03 SOLUTION

The solution implemented to address this issue was the creation of a digital manual book for the Acumatica system used in the Account Payable process. The manual book was developed based on the company's actual workflow and includes step-by-step instructions accompanied by screenshots to help users better understand and operate the system. By providing clear and structured guidance, the manual book supports user learning, reduces input errors, improves work efficiency, and serves as a useful training resource for new employees.



ACCOUNT PAYABLE PAYMENT PROCESS 04



05 REFERENCES

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