

"TECHNICAL INSTRUCTIONS: GUIDE TO KEY-IN DATA IN SAP TO IMPROVE REPORT ACCURACY"

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01

Company Overview

Company Name : PT Ciba Vision Batam (Alcon)
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03

Background

- While working on the haptic formation process, the author found a process that was not well controlled namely key in data in SAP system.
- All personnel are given access to input data at any time. However, this process doesn't have specific guidelines as a reference for key-in
- Personnel only relies on memory when first taught how to key-in.

04

Literature Review

F. Pratama (2020) in P. W. Aqilla (2024), Work instructions are a written and structured guideline and are used as a reference in carrying out work well so that organizational goals can be achieved.

05

Conclusion & Recommendation

- Based on the background of the problem that causes errors during key-in, the author created Technical Instructions or General Guidelines: Guide to Key-in Data in SAP.
- These work instructions are made in digital flipbook form to make them more attractive but still easy to access.
- With this technical guide, it can be used as a practical guide for haptic formation personnel because they have a reference, which can help the key-in process in SAP more efficiently and accurately, thereby minimizing data input errors.

02

Job Description

During internship program at PT Ciba Vision Batam, the author was placed to work in the IOL department (Molding and Haptic Formation Process).

This department produces acrysof lenses in various models and powers to replace natural lenses in eyes affected by cataracts, including other eye health problems such as nearsightedness or farsightedness.

- Created POP (Production Order Printout) and labels according to the weekly running schedule provided by the line leader from the SAP system before setting up the machine.
- Cosmetic inspection and resolution of the wafer and documenting the results of the inspection in the MMS (Molding Management System).
- Carrying out thickness inspection, winding, forming-cutting, tumble polishing, rinsing, and visual inspection for the haptic formation process.
- Key-in PO (Production Order) data that had been completed in the SAP system,

