HOW TO SOLVE PURCHASE ITEM CATEGORY ERRORS IN THE COMPANY APPLICATION SYSTEM

Papua System

COMPANY PROFILE

PT Epson Batam is a company engaged in manufacturing in Batam City, precisely in Batamindo Industrial Park, Jl. Rambutan Lot No.504-508A. Established since 1991 and is part of the SEIKO-EPSON-GROUP headquartered in Suwa, Nagano Japan. PT Epson Batam is part of the Singapore Epson Group, which consists of Epson Precision Johor, Singapore Epson Industrial Pte Ltd, and PT Epson Batam itself.

This manufacturing company produces various types of electronic products. Products produced by PT Epson Batam include :

INK CATRIDGE

PCB

SCANNER

CAUSE Disruption of the company's network system in managing data and lack of internal communication.

EFFECT Experiencing losses in the calculation of the established budget and the company's financial reports.

PAPUA SYSTEM

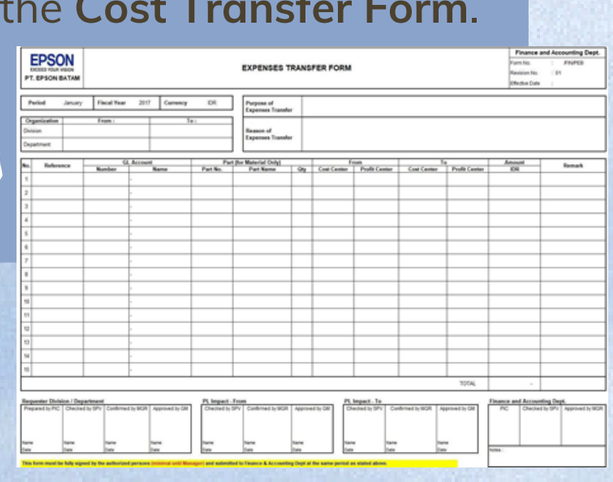
An application used to confirm, order, check, report, control or carry out permits in work activities that occur at PT Epson Batam.

The general function of the Papua System in the Administration section is an application system used to facilitate ordering goods for the company's work production needs.

1 Accounting informs the department administration section via email that there was an error in recording the product purchase category in the Papua System application.

2 After an inspection has been carried out and it is true that there is an error in recording product purchases in the system, administrative employees are expected to immediately submit a justification for the error.

3 Submission of justification for recording corrections in the Papua System application is by using the **Cost Transfer Form**.



4 As for filling out the Cost Transfer Form, complete the information required to correct the purchase goods recording account including :

- **Applicant Department.**
- **Submission Time.**
- **Description of recording error.**
- **Initial incorrect data.**
- **Correct data after correction.**
- **Reason for Correction.**

5 Then attach **relevant** supporting documents such as proof of transaction, and obtain approval from your superior or the relevant department.

Then, **submit** the Cost Transfer Form to the accounting department responsible for processing recording corrections in the Papua System.

6 **Make sure** the department documents and filling in the Cost Transfer Form are in accordance with the recording corrections that occur in the system. Check the submission status periodically until the corrections are actually made in the system