



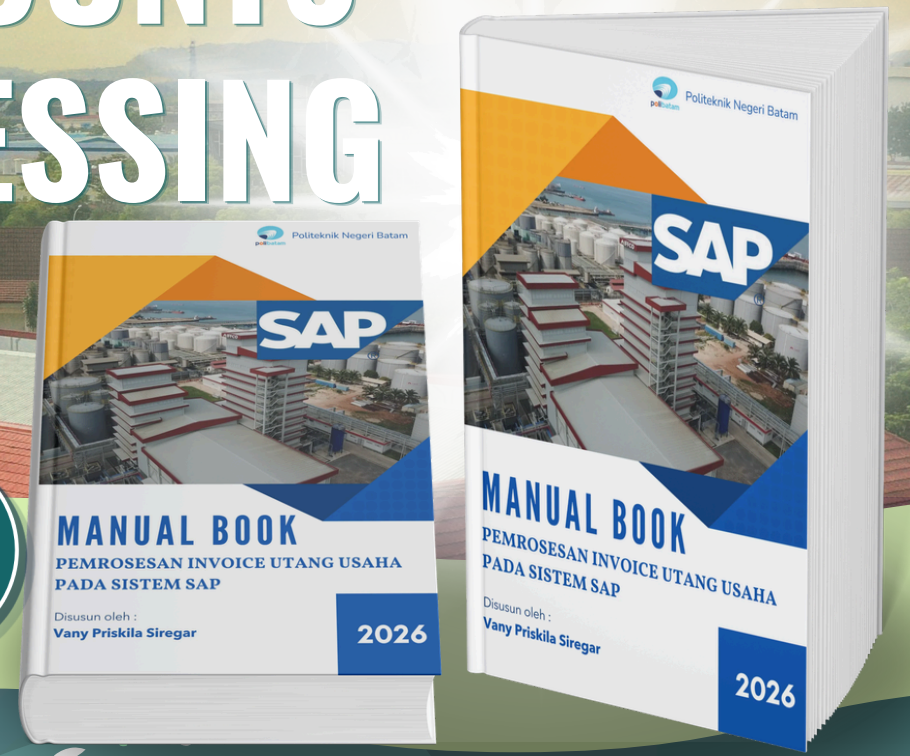
MANUAL BOOK FOR ACCOUNTS PAYABLE INVOICE PROCESSING IN THE SAP SYSTEM

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01 INTRODUCTION

Logo Company:



Company Name:

PT Synergy Oil Nusantara



Founded:

2006



Industry:

Crude Palm Oil (CPO) Processing



Location:

Jl. Raya Pelabuhan Kabil
Km. 12,5, Kabil, Batam

02 BACKGROUND OF THE PROBLEM

The process of managing invoice accounts payable in the SAP system at PT Synergy Oil Nusantara is still not running optimally.

Cause:

Lack of standardized and structured written work guidelines.



Impact:

Recording Error Inconsistencies in procedures Process delays



Depending on the instructions

Reduced Internal Control Effectiveness



03 LITERATUR REVIEW

The importance of manual books in the recording and internal control process



According to (Mulyadi, 2023), written procedures function as an internal control tool that helps ensure that every operational activity carried out is in accordance with company policies and standards.



Previous research shows that a lack of understanding of work procedures and the unavailability of clear technical guidelines can lead to ineffective work implementation, while the preparation of a manual book has been proven to be able to improve understanding, work consistency, and minimize errors in carrying out tasks (Zahra & Haq, 2025).



Well-documented work manuals also play a role in accelerating the adaptation process of new employees (Godinho et al., 2023)

04 SOLUTION

The solution implemented was the development of a **Manual Book for Accounts Payable Invoice Processing in the SAP System** using the PDCA (Plan-Do-Check-Act) approach.

P
PLAN

1. Search for references related to accounts payable in the SAP system.
2. Map the process flow for accounts payable invoices in the SAP system.
3. Develop the structure of the manual.

D
DO

- Develop a manual containing :
1. Accounts Payable and SAP theory.
 2. Flowcharts.
 3. Supporting documents.
 4. Step-by-step invoice entry procedures with screenshots.

A
ACT

Revise the manual based on the test results by adding an explanation of withholding tax and improving the quality of the images and screenshots to make the manual easier to use.

C
CHECK

1. Conducting a user test with staff from the Accounts Payable Department.
2. Record any issues or feedback identified during the test such as the unclear explanation of withholding tax and some screenshots that are hard to see.

03 LITERATUR REVIEW



Supporting the implementation of training (Suliya, 2023).



(Susanto, 2017) states that proper documentation of accounting information systems can strengthen internal controls and minimize the risk of errors in the recording process.

BARCODE OUTPUT

SCAN
HERE
>>>



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