APPRENTICESHIP REPORT
PRIME PARK HOTEL & CONVENTION PEKANBARU

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ENGLISH STUDY PROGRAM
LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2024

APPROVAL SHEET

Written as one of the conditions for completing Apprenticeship

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Pekanbaru, June 29th 2024

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ACCEPTANCE SHEET

This is certifying that we have been examined the apprenticeship report of **Yohanna Elisia Purba Reg. Number 5203211153** who has done the apprenticeship at Prime Park Hotel & Convention Pekanbaru start from March 1st – June 29th 2024. This report is used for partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and any all revisions required by the aprenticeship report examine comitted had been made.

Bengkalis, July 9th, 2024

Accepted by:

Advisor

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Bengkalis, July 8th, 2024
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INTRODUCTION

1.1 Background of Apprenticeship

State Polytechnic of Bengkalis is a vocational college in Riau, located on Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau. It has eight departments, namely ship building engineering, mechanical engineering, electrical engineering, civil engineering, language, business administration, informatics engineering, and maritime. In an effort to create quality student graduates, State Polytechnic of Bengkalis requires students to undergo an apprenticeship program. Which is one of the prerequisites for graduation for students. This activity is carried out for 4 months, and it is expected to provide benefits for students to learn the world of work directly.

An apprenticeship, or practical work, is an activity carried out by students to gain practical experience and practice in a company. This activity is usually carried out in the final stage of the lecture. This activity aims to prepare students to enter the world of work and study skills used in the world of work. Students will also gain practical experience in carrying out the tasks assigned by the company. This internship also aims to expand relationships with companies.

Apprenticeship activities are carried out by the author at the Prime Park Hotel Pekanbaru, which is one of the 4-star hotels under the auspices of PT Pekanbaru Permai Propertindo, located on Jend. Sudirman Street No. 3 Block A, Simpang Tiga, Bukit Raya, Pekanbaru, Riau 28284.

The apprenticeship was conducted in the accounting department Prime Park Hotel & Convention Pekanbaru from March 1 to June 29, 2024.

1.2 Purpose of Apprenticeship

1. To complete the Apprenticeship Course at the English Study Program, State Polytechnic of Bengkalis.
2. To find out the kinds of jobs done in Prime Park Hotel & Convention Pekanbaru.

3. To find out the documents used for activities while doing the apprenticeship program in Prime Park Hotel & Convention Pekanbaru.

4. To find out working procedures done in Prime Park Hotel & Convention Pekanbaru.

1.3 Significance of the Apprenticeship

The significance of Apprenticeship for apprentice, State Polytechnic of Bengkalis and company are:

1.3.1 Significance for the Apprentice

The significance of this apprenticeship to the apprentice is as follows:

1. To gain real work experience

2. To be able to apply the knowledge gained on campus with the real world of work.

3. To learn the working conditions in the company environment.

4. To facilitate job search Significance for State Polytechnic of Bengkalis.

1.3.2 Significance for the State Polytechnic of Bengkalis

The significance of this apprenticeship to the State Polytechnic of Bengkalis as follows:

1. Prepare in qualified and competent graduates.

2. Strengthen in the cooperation relationship between State Polytechic of Bengkalis and Prime Park Hotel.

1.3.3 Significance for the company

The significance of this apprenticeship to the company is as follows:

1. Assist in the hotel in carrying out operational activities, especially in the accounting department.

2. Establish in the good relations and mutually beneficial cooperation between State Polytechnic of Bengkalis and Prime Park Hotel & Convention Pekanbaru.

CHAPTER II
GENERAL DESCRIPTION OF THE COMPANY

2.1 Prime Park Hotel & Convention History

Prime Park Hotel is a 4-star hotel strategically located in the central business and government district of Pekanbaru. It is managed by PT PP Property Tbk, which is a subsidiary of PT PP (Persero) Tbk. Established in 1991 as a non-construction business unit of PT PP, it became a separate business entity in 2014. The company develops residential areas, malls, entertainment education, as well as hotels. PT PP Property Tbk has developed several well-known hotels, such as Palm Park Hotel & Convention Surabaya, Prime Park Hotel Bandung, Prime Park Hotel & Convention Lombok, MIC Residence Yogyakarta, Park Hotel Cawang Jakarta, and Prime Park Hotel & Convention Pekanbaru.

Prime Park Hotel & Convention is under the auspices of PT Pekanbaru Permai Propertindo, which was established on April 24, 2019 and is located in Pekanbaru City, Riau. Prime Park Hotel & Convention stands on an area of 5,000 m2. Previously, the building consisting of two towers was used for hotels with other names. Then this hotel was renovated by PT PP Property to present the characteristics of Prime Park. PT PP Property renovated 151 Prime Park Hotel rooms in Tower 1 so that they became brighter and an attraction for guests to stay.

Prime Park Hotel Pekanbaru is also a MICE destination with adequate facilities. The hotel also has a ballroom that can accommodate up to 1,200 people and nine meeting rooms, each named after the names of the regencies in Riau. In addition, the hotel also has a restaurant named Kunyit Restaurant. Kunyit Restaurant is a culinary establishment known for its exceptional dining experience and delectable cuisine. Located in the heart of a bustling city, Kunyit Restaurant offers a unique blend of traditional and modern flavors, creating a memorable dining journey for its patrons.

2.2 Vission & Mission Prime Park Hotel & Convention Pekanbaru

There are several visions and missions at the Prime Park Hotel & Convention Pekanbaru.

2.2.1 Vission

Prime Park Hotel & Convention Pekanbaru's vision is "To be a leading national development company that is sustainable and globally competitive"

2.2.2 Mission

The mission of Prime Park Hotel & Convention Pekanbaru is as follows:

1. Developing superior and innovative real and property products to provide comfort for consumers.

2. Having committed to a healthy environment.

3. Increasing contribution to the parent company by developing and aligning corporate strategies.

4. Establishing strategic partnerships with business partners.

5. Realizing superior human resources by paying attention to improving employee welfare.

2.3 Kind of Business

Prime Park Hotel & Convention Pekanbaru has a luxurious design, making guests comfortable to stay, with 151 rooms, a ballroom, and some meeting rooms. Not only that, Prime Park Hotel & Convention also has a restaurant that offers a unique blend of traditional and modern flavors, creating a memorable dining journey for its patrons. In addition, this hotel also has Rupa-Rupa. Rupa-Rupa Traditional Cloth Outlet is a distinguished establishment that showcases the rich cultural heritage of traditional cloth in a captivating retail experience. Located in a vibrant city, Rupa-rupa offers a curated collection of traditional textiles, each intricately handcrafted and reflecting the artistry and traditions of the local culture.

2.4 Organizational Structure

Organizational structure is a hierarchical line that describes the various components that make up the company, where each individual or human resource within the scope of the company then has their respective positions and functions. The main purpose of such a structure is to help the organization achieve its goals. It brings the members of the organization together and limits the functions between them.

The author completed 4 months of apprenticeship at the Prime Park Hotel & Convention Pekanbaru, from March 1st to June 29th, 2024. The apprenticeship was done in the accounting department. The organizational structure of Prime Park Hotel & Convention Pekanbaru can be seen below:

PRIME PARK HOTEL & CONVENTION PEKANBARU ORGANIZATIONAL STRUCTURE

Maulana Nico
General

Helmi S
IT Manager

Denis Permana
Chief

Refiana L
Sales Manager

Rahmadani
Asst. Front Office

Nurherman
Asst. Housekepping Manager

Ahmad Arif
Asst. Finance Control

Riski
Sous Chef

Asst. HRM

SPV. Front Office

Spv. Housekepping

Harri S
SPV. Restaurant

Supervisor

Chef De Party

SPV. Engineering

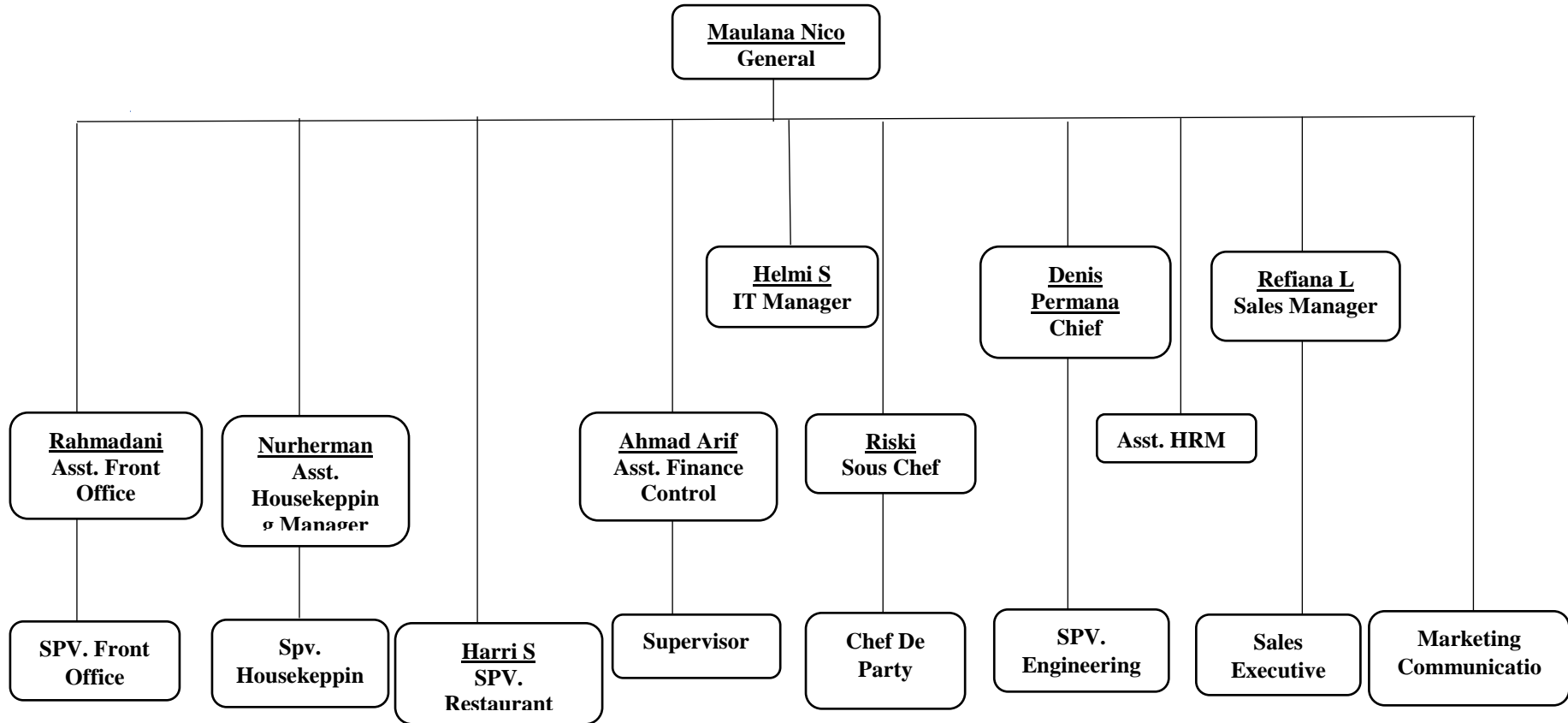**Sales Executive**

Marketing Communicatio

Figure 2. 1 Prime Park Hotel & Convention Pekanbaru Organizational Structure

Prime Park Hotel & Convention Pekanbaru has ten departments which each department has different responsibilities.

1. General Manager Office

Responsible for ensuring the achievement of the annual the hotel's annual budget, establishing an atmosphere for a high standard of work ethic and educating staff to achieve this work ethic as well as implementing systems and programs to ensure business consistency and control, establishing a system for rapid response to changes in the external environment, and building organizational stability. organizational stability. The general manager is also a decision-maker.

2. Front office

Responsible for ensuring guest discretion and confidentiality, checking the status of room reservations, conducting discussions together with preparing room placement estimates, reviewing and checking daily recapitulation of room sales, ensuring the distribution of registered guest lists to the food and beverage department food and beverage department.

Here are some of the duties of the Front office department:

1. Handling Check-in and reservation. There are several things that need to be done by FO staff, namely greet the guest or greet guests. Giving a greeting is a standard greeting in hotels. After that, the FO department will take the initiative to offer assistance and do up-selling by interacting with guests to promote products and events at the hotel.

2. Registering the guest. Things that are done include asking for proof of guest identity for data validation in the form of a KTP or passport.

3. Providing a room. That is, giving the room to the guest according to the agreement by handing over the room key.

4. Escorting guests, which is directing the guest to go to his room.

5. Providing information means providing information about hotel facilities, activities that are currently in the hotel, or tourist information around the hotel.

6. Handling guest complaints is also one of the things that must be faced by FOs.

7. Another task of the FO is to make a report on the occupancy rate of rooms in the hotel (room occupancy).

8. Part of the FO that should also not be forgotten is the bellboy. Bellboy is part of the concierge section and will be serving guest luggage starting from the guest checking in, checking out, or changing rooms.

3. Food & Beverage Production

Responsible for creating and ensuring the sustainability of the highest standards of food production and food presentation across the hotel's food sales outlets, introducing and reviewing standard recipes and preparation methods to be used as hotel standards and ensuring they are followed at all times.

4. Food & Beverage Service

Responsible for providing and offering existing food and beverage menus to customers, increasing customer satisfaction by providing the best service, gaining financial benefits or profits for the F&B industry and bringing improvements to the company's reputation.

5. Accounting

The accounting department is an important part of the hotel that is responsible for managing the hotel's finances whether it is money in or out, creating financial reports both income and expenses.

Accounting is divided into two sections including:

1) Revenue

a. General Cashier

b. Income Audit

c. Accounts Receivable

2) Logistics

a. Purchasing

b. Receiving

c. Storekeeper

d. Cost Control

e. Accounts Payable

6. Sales & Marketing

The sales and marketing department is the part of the hotel that is responsible for selling rooms and meeting packages, determining selling prices and marketing other hotel products through brochures and other media including being responsible for following international tourist markets and the like. This department is also responsible for selling to individual guests and groups and establishing a reservation system.

7. Housekeeping

Housekeeping is a department of a hotel that is responsible for maintaining the cleanliness, maintenance, and beauty of the hotel layout. It can be said that housekeeping is the face of an inn because the quality of hotel facilities and services is determined by the quality of their work.

There are five scopes of housekeeping:

1. Room Section
2. Public Area Section
3. Laundry Section
4. Linen Section
5. Florist & Gardener

8. Engineering

The engineering department is the part of the hotel that is in charge of maintaining and caring for all equipment and facilities in the hotel so that they can function optimally so that all hotel operations can run well.

9. IT

IT is responsible for installing applications, resolving errors that occur, being responsible for employee logins, updating software, and other technical matters.

10. Human Resources Department

Human Resources is responsible for implementing company policies, regulations, and strategies for employees, as well as maintaining a good relationship between employees and the company.

2.5 Document Used for Activity

There are several documents used for activities during the apprenticeship, as follows:

1. Bank Statements

Bank statements are summaries of financial transactions given in their entirety from the account. It is a summary of all expenses related to lodging and everything else.

2. Bank Transfer Proof

Bank Transfer Proof is a document or evidence showing that a fund transfer has been made from one bank account to another.

3. Bill

A bill is a document that lists all the services used by the customer and their prices at a restaurant, spa, or other place.

4. Deposit Slip

A deposit slip is a small paper form that bank customers include when depositing funds.

5. Cash Sheet

Cash Sheet is a form used to record cash income and cash disbursements in one work shift of the Front Office Cashier.

6. Cashier Remittance envelope

An envelope used to deposit cash received during the operation of one cashier work shift, where the cash deposited is physically itemized.

7. Guest Bill

Guest Bill is a hotel document used to record transactions that occur during guests' stay at the hotel.

8. Banquet Event Order

A Banquet Event Order (BEO) is an important document used in the hospitality and events industry to detail all aspects of an event or party to be held at a hotel, restaurant, or other venue. This document usually contains general information about the event as well as the revenue generated from the event.

9. Revenue Report

Revenue Report is a document used by hotels that contains details of revenue from each outlet generated within a certain period of time.

10. Invoice

An invoice is a commercial document issued by a seller to a buyer, which records the sale of goods or services.

11. Payment Voucher

Payment voucher is a document used to record and authorize payments to be made by the hotel. These vouchers are commonly used in accounting to ensure that payments made are valid, accurate, and have been approved. Payment vouchers serve as proof of payment and can be used for auditing and reconciliation.

2.6 Location

Figure 2. 2 Prime Park Hotel & Convention Pekanbaru

- Address   : Jend. Sudirman Street No.3 Block A, Simpang Tiga, Bukit Raya, Pekanbaru, Riau 28284
- Phone   : +62 761 7878 222
- Fax   : +62 761 7878 223
- Website   : reservation@primeparkhotel-pekanbaru.co.id

2.7 Facilities

1. Meeting Rooms

Figure 2. 3 Prime Park Hotel & Convention Meeting room

Room	Banquet	Cocktail	Classroom	Theater	Board Room	U Shape	Size
Siak	100	150	100	200	100	80	11m ×22 m
Dumai	100	150	100	200	100	80	21.5m ×13 m
Kampar	40	60	30	60	30	25	12m ×6.3m
Indragiri	30	50	25	50	20	15	13.5m ×5.6 m
Rupat	20	50	20	40	25	25	13m ×5.3m
Selat Panjang	100	130	120	220	120	100	37.5m ×16 m
Meranti	30	45	30	55	25	20	9,5m ×11.5 m
Bengkalis	20	40	25	40	20	20	6.3m ×11.5 m

Table 2. 1 Size and Capacity of Meeting Room

2. Ballroom

Figure 2. 4 Prime Park Hotel & Convention Ballroom

Room	Banquet	Cokctail	Classroom	Theatare	Board Room	U Shape	Size
Prime Ballroom	300	800	400	1000	300	200	19m ×27 m

Table 2. 2 Size and Capacity of Ballroom

3. Deluxe Room

- Dimension   : 2.2 m^2
- Total   : 132 room
- Specification Deluxe Room:
    1. Deluxe Queen Room
    2. Deluxe Twin Room

Figure 2. 5 Prime Park Hotel & Convention Deluxe Room

4. Executive Room

- Dimension   : 2.6 m^2
- Total   : 17 Room

Figure 2. 6 Prime Park Hotel & Convention Executive Room

5. Suite Room

- Dimension : 4.5 m^2
- Total : 2 Room

Figure 2. 7 Prime Park Hotel & Convention Suit Room

6. Kunyit Restaurant

Figure 2. 8 Prime Park Hotel & Convention Kunyit Restaurant

7. Swimming Pool

Figure 2. 9 Prime Park Hotel & Convention Swimming Pool

8. Rupa- Rupa

Figure 2. 10 Prime Park Hotel & Convention Rupa-Rupa

9. **SPA Massage**

Figure 2. 11 Prime Park Hotel & Convention SPA Massage

CHAPTER III
SCOPE OF THE APPRENTICESHIP

3.1 Job Description

In this chapter, there were several descriptions of activities while carrying out apprenticeship. Apprenticeship was carried out for 4 months, starting from march 1st to June 29th 2024, at the Prime Park Hotel & Convention Pekanbaru. During apprenticeship, the author was placed in the Accounting Department. This accounting department has 2 cycles, namely the revenue cycle and the expense cycle. The author is placed in the revenue cycle which consists of the Income Audit section and the Account Receivable section. This accounting department is led by a Financial Control named Mr. Ahmad Arif.

During the apprenticeship, the author was allowed to use office facilities such as computers, printers, photocopiers and the system used by the hotel. The author also gained a lot of knowledge and experience. Knowing how the world of hospitality works, how other departments work. Likewise, in the accounting department, many opportunities were given to the author to complete tasks. There are several kinds of main tasks that had been conducted during the apprenticeship at Prime Park Hotel & Convention, which were follows:

1. Checking the closing report from the FO
2. Recording the daily revenue report and daily sales of rooms and banquets.
3. Helping to recap cash flow
4. Conducting reconciliation
5. Recording transactions that have paid debts in the system.
6. Scanning the market list and contract list documents.
7. Making guest bill
8. Grouping transaction card
9. Grouping spa bill
10. Other activities: receiving goods
11. Helping to fill out the receipt of payment documents

3.2 Place of Apprenticeship

The apprenticeship was started from March 1st 2024 until June 29th 2024. It was done Prime Park Hotel & Convention Pekanbaru, Jend. Sudirman Street No.3 Block A, Simpang Tiga, Bukit Raya, Pekanbaru, Riau.

Kind and description of daily activities at Prime Park Hotel & Convention Pekanbaru can be seen in the tables below:

Table 3. 1 Daily Activities of March, 1st 2024 to March 9th 2024

No	Day/ Date	Activity	Assignor
1.	Friday, March 1st 2024	Having briefing related to implemention of apprenticeship.	HRD
2.	Saturday, March 2nd 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet.	Mentor (Assist FC)
3.	Monday, March 4th 2024	1 Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet.	Mentor (Assist. FC)
4.	Tuesday, March 5th 2024	1 Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet.	Mentor (Assist. FC)
5.	Wednesday, March 6th 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation Bank Statement. Other Activity: Receiveing	Mentor (Assist. FC)
6.	Thursday, March 7th 2024	1 Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Helping to recap cash flow.	Mentor (Assist. FC)
7.	Friday, March 8th 2024	1 Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation Bank Statement.	Mentor (Assist. FC)
8.	Saturday, March 9th 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation bank statements. 4. Helping to fill out the receipt of payment document.	Mentor (Assist. FC)

Table 3. 2 Daily Activities of March, 11ᵗʰ 2024 to March 16ᵗʰ 2024

No	Day/ Date	Activity	Assignor
1.	Monday, March 11ᵗʰ 2024	Public Holiday Nyepi Day	Mentor (Assist. FC)
2.	Tuesday, March 12ᵗʰ 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3.Conducting reconciliation Bank Statements.	Mentor (Assist. FC)
3.	Wednesday, March 13ᵗʰ 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Scanning market list.	Mentor (Assist. FC)
4.	Thursday, March 14ᵗʰ 2024	1 Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation Bank Statements.	Mentor (Assist. FC)
5.	Friday, March 15ᵗʰ 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Helping to recap cash flow.	Mentor (Assist. FC)
6.	Saturday, March 16ᵗʰ 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3.Conducting reconciliation Bank Statement. 4. Scanning market list and document.	Mentor (Assist. FC)

Table 3. 3 Daily Activities of March, 18ᵗʰ 2024 to March 23ᵗʰ 2024

No	Day/ Date	Activity	Assignor
1.	Monday, March 18ᵗʰ 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation Bank Statement. 4. Scanning contract list document.	Mentor (Assist. FC)
2.	Tuesday, March 19ᵗʰ 2024	1 Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Mentor (Assist. FC)
3.	Wednesday, March 20ᵗʰ 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3.Conducting reconciliation Bank Statement 4. Recording transactions that have paid debts in the system.	Mentor (Assist. FC)
4.	Thursday, March 21ᵗʰ 2024	1.Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Helping to recap cash flow. 4. Helping to fill out the receipt of payment document	Mentor (Assist. FC)
5.	Friday, March 22ᵗʰ 2024	1. Checking the closing report from the FO.	Mentor (Assist. FC)

No	Day/ Date	Activity	Assignor
		2. Recording daily revenue report and daily sales of Room & Banquet. 3.Conducting reconciliation Bank Statement. 4. Recording transactions that have paid debts in the system.	
6.	Saturday, March 23th 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet.	Mentor (Assist. FC)

Table 3. 4 Daily Activities of March, 25th 2024 to March 30th 2024

No	Day/ Date	Activity	Assignor
1.	Monday, March 25th 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Mentor (Assist. FC)
2.	Tuesday, March 26th 2024	1 Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Mentor (Assist. FC)
3.	Wednesday, March 27th 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Helping to recap cash flow 4. Recording transactions that have paid debts in the system.	Mentor (Assist. FC)
4.	Thursday, March 28th 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Mentor (Assist. FC)
5.	Friday, March 29th 2024	Public Holiday Good Friday	Mentor (Assist. FC)
6.	Saturday, March 30th 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Mentor (Assist. FC)

Table 3. 5 Daily Activities of April, 1st 2024 to April 06th 2024

No	Day/ Date	Activity	Assignor
1.	Monday, April 1st 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation Bank Statement. 4. Recording transactions that have paid debts in the system.	Mentor (Assist. FC)
2.	Tuesday, April 2nd 2024	1 Checking the closing report from the FO	Mentor (Assist. FC)

No	Day/ Date	Activity	Assignor
		2. Recording daily revenue report and daily sales of Room & Banquet. 3. Grouping bill spa. 4. Grouping Credit Card.	
3.	Wednesday, April 3rd 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3.Conducting reconciliation Bank Statement 4. Recording transactions that have paid debts in the system.	Mentor (Assist. FC)
4.	Thursday, April 4th 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation Bank Statement. 4. Recording transactions that have paid debts in the system.	Mentor (Assist. FC)
5.	Friday, April 5th 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Helping in recapitulating cash flow. 4. Conducting reconciliation Bank Statement. 5. Recording transactions that have paid debts in the system.	Mentor (Assist. FC)
6.	Saturday, April 6th 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation 4. Recording transactions that have paid debts in the system. Other Activities: Receiving	Mentor (Assist. FC)

Table 3. 6 Daily Activities of April, 8th 2024 to April 13th 2024

No	Day/ Date	Activity	Assignor
1.	Monday, April 8th 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation Bank Statement. 4. Recording transactions that have paid debts in the system.	Mentor (Assist. FC)
2.	Tuesday, April 9th 2024	1 Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet.	Mentor (Assist. FC)
3.	Wednesday, April 10th 2024	Public Holiday, Eid-ul-Fitr	Mentor (Assist. FC)
4.	Thursday, April 11th 2024	Public Holiday, Eid- ul- Fitr	Mentor (Assist. FC)
5.	Friday, April 12th 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet.	Mentor (Assist. FC)
6.	Saturday, April 13th 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet.	Mentor (Assist. FC)

Table 3. 7 Daily Activities of April, 15ᵗʰ 2024 to April 20ᵗʰ 2024

No	Day/ Date	Activity	Assignor
1.	Monday, April 15ᵗʰ 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Helping to fill out the receipt of payment document.	Mentor (Assist. FC)
2.	Tuesday, April 16ᵗʰ 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet.	Mentor (Assist. FC)
3.	Wednesday, April 17ᵗʰ 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet.	Mentor (Assist. FC)
4.	Thursday, April 18ᵗʰ 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Scanning market list document.	Mentor (Assist. FC)
5.	Friday, April 19ᵗʰ 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation Bank Statement. 4. Scanning contract list document.	Mentor (Assist. FC)
6.	Saturday, April 20ᵗʰ 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Mentor (Assist. FC)

Table 3. 8 Daily Activities of April, 22ᵗʰ 2024 to April 27ᵗʰ 2024

No	Day/ Date	Activity	Assignor
1.	Monday, April 22ᵗʰ 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Helping in recapitulating cash flow 4. Conducting reconciliation 5.Recording transactions that have paid debts in the system.	Mentor (Assist. FC)
2.	Tuesday, April 23ᵗʰ 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Mentor (Assist. FC)
3.	Wednesday, April 24ᵗʰ 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Mentor (Assist. FC)
4.	Thursday, April 25ᵗʰ 2024	1. Checking the closing report from the FO.	Mentor (Assist. FC)

No	Day/ Date	Activity	Assignor
		2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Helping to fill out the receipt of payment document.	
5.	Friday, April 26th 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation Bank Statement. 4. Recording transactions that have paid debts in the system.	Mentor (Assist. FC)
6.	Saturday, April 27th 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Mentor (Assist. FC)

Table 3. 9 Daily Activities of April, 29th 2024 to May 4th 2024

No	Day/ Date	Activity	Assignor
1.	Monday, April 29th 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation Bank Statement. 4.Recording transactions that have paid debts in the system.	Mentor (Assist. FC)
2.	Tuesday, April 30th 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Mentor (Assist. FC)
3.	Wednesday, May 1st 2024	Public Holiday Labor Day	Mentor (Assist. FC)
4.	Thursday, May 2nd 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation Bank Statement. 4.Recording transactions that have paid debts in the system. 5. Grouping Voucher Mitra Global Holiday.	Mentor (Assist. FC)
5.	Friday, May 3rd 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Helping to Recap Cash Flow 4. Recording transactions that have paid debts in the system.	Mentor (Assist. FC)
6.	Saturday, May 4th 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Grouping Credit Card	Mentor (Assist. FC)

Table 3. 10 Daily Activities of May, 6th 2024 to May 11th 2024

No	Day/ Date	Activity	Assignor
1.	Monday, May 6th 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Mentor (Assist. FC)
2.	Tuesday, May 7th 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting reconciliation Bank Statement.	Mentor (Assist. FC)
3.	Wednesday, May 8th 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Making Guest Bill	Mentor (Assist. FC)
4.	Thursday, May 9th 2024	Public Holiday Ascension Day	Mentor (Assist. FC)
5.	Friday, May 10th 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Mentor (Assist. FC)
6.	Saturday, May 11th 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Mentor (Assist. FC)

Table 3. 11 Daily Activities of May, 13th 2024 to May 18th 2024

No	Day/ Date	Activity	Assignor
1.	Monday, May 13th 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting reconciliation Bank Statement.	Mentor (Assist. FC)
2.	Tuesday, May 14th 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting reconciliation Bank Statement. 5. Helping to recap cash flow.	Mentor (Assist. FC)
3.	Wednesday, May 15th 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet.	Mentor (Assist. FC)

No	Day/ Date	Activity	Assignor
		3. Recording transactions that have paid debts in the system. 4. Conducting reconciliation Bank Statement.	
4.	Thursday, May 16th 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Scaning market list document	Mentor (Assist. FC)
5.	Friday, May 17th 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Record transactions that have paid debts in the system. 4. Helping to recap cash flow. 5. Grouping Purchase Order. 6.Conducting Reconciliation Bank Statement.	Mentor (Assist. FC)
6.	Saturday, May 18th 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting Reconciliation Bank Statement.	Mentor (Assist. FC)

Table 3. 12 Daily Activities of May, 20th 2024 to May 25th 2024

No	Day/ Date	Activity	Assignor
1.	Monday, May 20th 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Assisting in Scanning Market List, Contract Service, Other expenses and Tax.	Mentor (Assist. FC)
2.	Tuesday, May 21th 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting reconciliation Bank Statement. 5. Helping to recap cash flow.	Mentor (Assist. FC)
3.	Wednesday, May 22th 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting reconciliation Bank Statement.	Mentor (Assist. FC)
4.	Thursday, May 23th 2024	Public Holiday Vesakh Day	Mentor (Assist. FC)
5.	Friday, May 24th 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Mentor (Assist. FC)

No	Day/ Date	Activity	Assignor
		4.Conducting Reconciliation Bank Statement.	
6.	Saturday, May 25th 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Mentor (Assist. FC)

Table 3. 13 Daily Activities of May, 27th 2024 to June 1st 2024

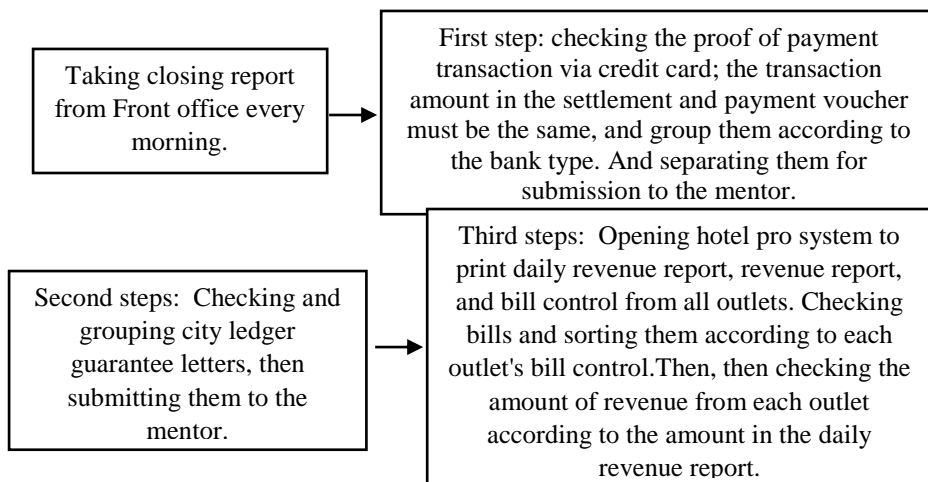| No	Day/ Date	Activity	Assignor
1.	Monday, May 27th 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting in reconciliation bank statements. 5. Helping in recap cash flow.	Mentor (Assist. FC)
2.	Tuesday, May 28th 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting reconciliation Bank Statement.	Mentor (Assist. FC)
3.	Wednesday, May 29th 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Grouping Purchase Order.	Mentor (Assist. FC)
4.	Thursday, May 30th 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Mentor (Assist. FC)
5.	Friday, May 31th 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting in reconciliation bank statements. 5. Helping in recap cash flow	Mentor (Assist. FC)
6.	Saturday, June 1st 2024	Public Holiday Pancasila Day	Mentor (Assist. FC)

Table 3. 14 Daily Activities of June, 3rd 2024 to June 8th 2024

No	Day/ Date	Activity	Assignor
1.	Monday, June 3rd 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Mentor (Assist. FC)

No	Day/ Date	Activity	Assignor
		4. Conducting in reconciliation bank statements. 5. Grouping payment voucher Mitra Global Holiday 6. Grouping Credit Card.	
2.	Tuesday, June 4th 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting reconciliation Bank Statement.	Mentor (Assist. FC)
3.	Wednesday, June 5th 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Helping to fill out the receipt of payment document.	Mentor (Assist. FC)
4.	Thursday, June 6th 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting in reconciliation bank statements. 5. Helping to fill out the receipt of payment document	Mentor (Assist. FC)
5.	Friday, June 7th 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Helping in recap cash flow	Mentor (Assist. FC)
6.	Saturday, June 8th 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting in reconciliation Bank Statement.	Mentor (Assist. FC)

Table 3. 15 Daily Activities of June, 10th 2024 to June 15th 2024

No	Day/ Date	Activity	Assignor
1.	Monday, June 10th 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting in reconciliation bank statements.	Mentor (Assist. FC)
2.	Tuesday, June 11th 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Separating Payment Voucher & Guarantee Letter MG.	Mentor (Assist. FC)

No	Day/ Date	Activity	Assignor
3.	Wednesday, June 12th 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4.Conducting reconciliation bank statement. 5. Scanning Contract List	Mentor (Assist. FC)
4.	Thursday, June 13th 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting in reconciliation bank statements.	Mentor (Assist. FC)
5.	Friday, June 14th 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting in reconciliation bank statements.	Mentor (Assist. FC)
6.	Saturday, June 15th 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting in reconciliation bank statements.	Mentor (Assist. FC)

Table 3. 16 Daily Activities of June, 17th 2024 to June 22th 2024

No	Day/ Date	Activity	Assignor
1.	Monday, June 17th 2024	Public Holiday 'Eid al- Adha Mubarak	Mentor (Assist. FC)
2.	Tuesday, June 18th 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting Reconciliation Bank Statement.	Mentor (Assist. FC)
3.	Wednesday, June 19th 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4.Conducting reconciliation bank statement.	Mentor (Assist. FC)
4.	Thursday, June 20th 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting in reconciliation bank statements.	Mentor (Assist. FC)
5.	Friday, June 21th 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Mentor (Assist. FC)

No	Day/ Date	Activity	Assignor
6.	Saturday, June 22th 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Mentor (Assist. FC)

Table 3. 17 Daily Activities of June, 24th 2024 to June 29th 2024

No	Day/ Date	Activity	Assignor
1.	Monday, June 24th 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting Reconciliation Bank Statement.	Mentor (Assist. FC)
2.	Tuesday, June 25th 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting Reconciliation Bank Statement.	Mentor (Assist. FC)
3.	Wednesday, June 26th 2024	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4.Conducting reconciliation bank statement.	Mentor (Assist. FC)
4.	Thursday, June 27th 2024	Holiday	Mentor (Assist. FC)
5.	Friday, June 28th 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Mentor (Assist. FC)
6.	Saturday, June 29th 2024	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Mentor (Assist. FC)

3.3 System and Procedure

In this section, there were several descriptions of activity procedures when carrying out activities during an apprenticeship.

3.3.1 Accounting Department

1. Checking the closing report from the FO

Author are assigned to the Income Audit section to check every revenue transaction that has been entered in the report that has been made by each department. This is done to prevent data input errors that result in losses. Every day the author will take the closing repot that has been chec at the reception. Each department will collect the last 24-hour bill to the night audit to check for completeness and correctness. Furthermore, it will be check again by the author who is in charge of the income audit section. The author will check whether the sales report is accurate.

The documents contained in the closing report are as follows:

1. Sales draft along with proof of audit report, settlement, and summary report from the bank.

2. Resto bills (Kunyit Resto and Room service).

3. Proof of transaction through transfer

4. FO bills (Cash & Refunds, miscellaneous and etc.)

5. Laundry Bills

6. City Ledger guaranteen letter (Travel agent ledger, company ledger, etc.)

7. Spa Bills.

Figure 3. 1 Checking the Closing Report from the FO

2. Recording daily revenue report and daily sales of Room & Banquet.

Daily Revenue Report is a hotel sales report consisting of room, restaurant, room service, banquet, laundry, and spa sales for 1×24 hours. The writer can access

the Power Pro Hotel System to print the daily revenue report and total room sales. The writer also ensures the amount of revenue from each outlet is the same as in the daily recap revenue. Author also recapitulates the number of room sales every day and recapitulates event in excel.

Daily revenue report and banquet report that has been printed and checked.	Opening the excel daily revenue report that already has a formula and entering the revenue amount of each outlet as printed. Making sure the total revenue is balanced.
Banquet revenue report, Banquet transaction bills, and banquet even order dokumen.	Then, Opening the daily sales room & banquet excel, Clicking banquet page, entering name companies that conduct event, total pax, date of the event, and total revenue. Making sure that otal revenue in BEO matches payment bill.
Opening system power pro hotel, clicking room statistic.Then, viewing the number of rooms sold as well as revenue.	Opening excel, then entering the number of rooms along with the room type and total revenue.

Figure 3. 2 Recording Daily Revenue Report and Daily Sales Room & Banquet

3.Helping to recap cash flow

Cash flow or cash flow report is a financial report to track every income (cash inflow) and expenditure (cash outflow) so as to produce a good financial analysis whether it has increased or decreased. Cash revenue earned from guest payments will be counted every day. Front office staff or other department staff will put the cash revenue into a remittance envelope and will be put into a drop box, after a few days it will be taken by the accounting department and Checking again. The cash revenue will be deposited to the bank

After the cash revenue is deposited, the mentor will give the deposit slip as well as the cash sheet, and cash remittance envelope.	Opening the excel format that has been provided per certain periode. Then entering date of remittance, the date of remittance deposit, the name of the cashier of each outlet, and the amount of cash revenue.
Printing Excel per remittance date and combining it with deposit slips and other documents.	Ensuring that the amount of cash receipts in excel is the same as that shown on the deposit slip.

Figure 3. 3 Helping Recap Cash Flow

4. Conducting Reconciliation Bank Statement

Bank statement reconciliation is the process of comparing the records of financial transactions in a company's general ledger with the records of transactions listed on the statement of account issued by the bank. The purpose of this process is to ensure that all transactions have been recorded correctly and accurately in both sources, and to identify and resolve any discrepancies. Prime Park Hotel & Convention has various payment systems, including visa, master, debit, bank transfer, company ledger, travel agent ledger, government ledger, and others. Author reconciled three bank accounts: Mandiri, BCA, and BRI.

Receiving a bank statement from a mentor. Mentor also provide a note of the customer's name for each transaction.	Opening the accounts receivable system and entering the username and password provided by the mentor.
There are two processes in reconciliation: deposit and credit card. There are also reconciles done in the General Ledger system, which are remittance deposit transactions.	1.Deposit: Clicking deposit – New – entering bank name, customer name – transaction date and nominal. Then, writing the reconcile sequence number on the bank statement and giving color as a sign that the transaction has been recorded.
	2. Credit Card: Clicking bank batch – New- entering bank name- batch number- transcation date- apply- load- and selecting several transactions until the amount matches the bank statement.

Figure 3. 4 Conducting Reconciliation Bank Statement

5. Recording transactions that have paid debts in the system (Account Receivable)

Account receivable is a record of transactions from which we receive money. Account receivable is a type of transaction that is an understanding of billing to consumers who are in debt.

Work Procedures that author perform to recording transactions that have paid debts in the system (Account Receivable):

| Opening Account Receivable Bank System. | → | Clicking Invoice to see the customer of the guest. | → | Clicking Batch to make a new customer. |

| Doing the method, until all the guests are merged into the same customer batch. | ← | Then, clicking apply and load. The guest's name will appear with the amount to be paid. | ← | Clicking new, entering date and name of customer. |

| After that, making payment. Checking the customer, guest's name and the amount to be paid on the payment voucher. | → | Clicking the same customer, guest's name and the amount with the payment voucher. | → | Then, clicking deposit and paying with the same date and amount with transaction proof. |

Figure 3. 5 Recording Transactions that have Paid Debts in the System

6. Scanning market list and contract list document.

Author are asked to scan market list documents, contract list documents and several other documents. Every month the accounting department will make payment submissions for hotel debts for payment of goods or services. This submission is made by the account payable department. To make this submission, the account payable staff needs several documents such as invoices or receipts, payment vouchers and other documents. After the submission is complete, all documents will be scanned. This scanning process is used to facilitate the storage of documents in digital form.

| Several envelopes containing documents for the submission of debt payments to suppliers. such as invoices, invoices, purchase orders, payment vouchers and etc. | → | Scanning payment vouchers and invoices or receipts. Then, Rename the documents using the supplier names and sequential numbers. |
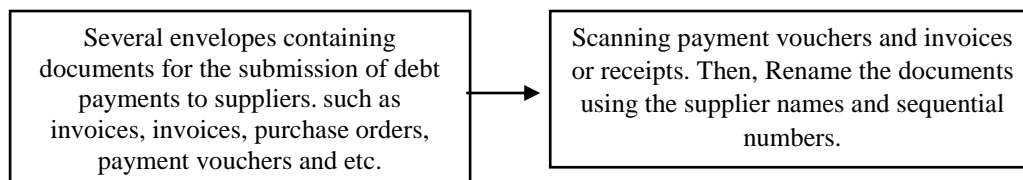
Figure 3. 6 Scanning Market List and Contract List Document.

7. Making Guest Bill

A guest bill is a document or report compiled by a hotel that details all the charges made to guests during their stay. This guest bill covers various types of

expenses, such as room charges and other fees. The purpose of a guest bill is to provide a complete breakdown of all charges payable by the guest upon check-out.

Receive the name of the guest, check-in and check-out dates from the mentor.	→	Filling out the excel guest bill format, along with the total cost to be paid.
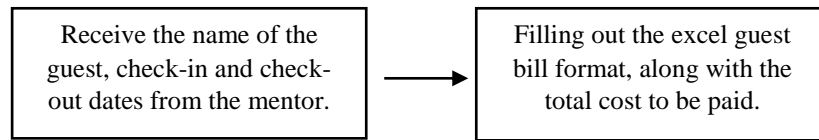
Figure 3. 7 Making Guest Bill

8.Grouping Transaction Card

Transaction card is a payment instrument in the form of a card that is used to conduct various types of financial transactions. Guests can make payments by card. Every day, Author will check the proof of payment via card and submit it to the mentor. Then, at the end of the month, they will be asked to combine the transaction card based on the bank.

Transaction Card.	→	Grouping the transaction card based on the bank.	→	Then put a label on it and store it with another transaction card.
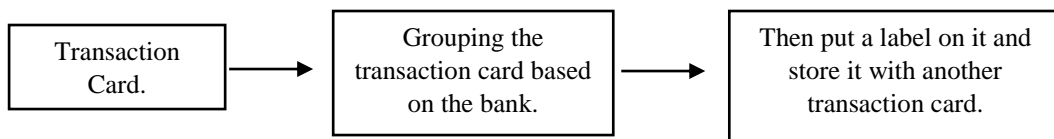
Figure 3. 8 Grouping Transaction Card

9. Grouping Bill Spa

Author separated the spa bills every day and gave them to the mentor. After one month, the mentor asked the author to group and sort the bills by bill number. This is used as proof of payment submission to the spa vendor.

Taking Bill Spa	→	Sorting the bills by bill number
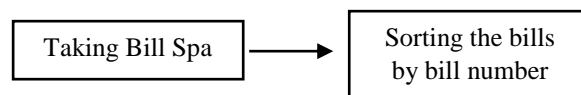
Figure 3. 9 Grouping Bill Spa

10.Receiving goods

Receiving is the process of receiving goods and products delivered to the hotel from various suppliers. This process is important to ensure that the goods received are in accordance with the order and quality standards that have been set. Author are asked by other staff to receive goods entering the hotel.
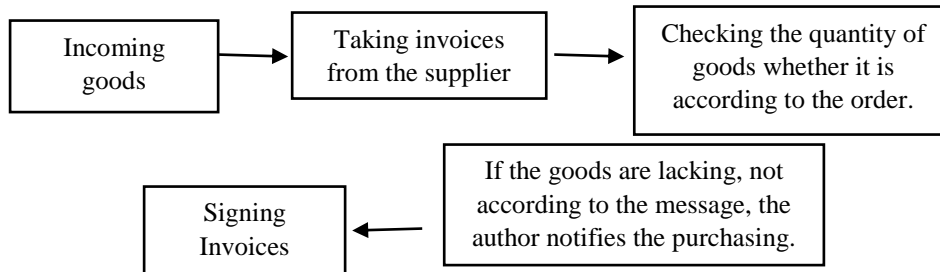
Figure 3. 10 Receiving Goodss

11.Helping to fill out the receipt of payment document

Filling in the receipt of payment documents is the task of account payable. Account payable is responsible for making payments of hotel debts to suppliers. To apply for payment, accounts payable must complete documents such as original invoices or receipts from suppliers. The supplier will bring the document at the time of filling out the receipt of payment document.

Work Procedures that Author perform to fill out the receipt of payment document:
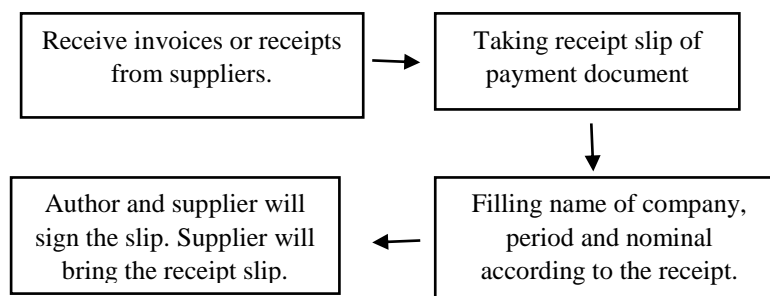
Figure 3. 11 Fill Out the Receipt of Payment   Document

3.4 Obstacle and Solution
There are several obstacle and solution during the apprenticeship:

3.4.1 Obstacle

Some of the obstacles encountered during the apprenticeship work process are as follows:

1. During the reconciliation process, the author had difficulty knowing the customer who made the transaction. Whether the transaction is included in individual, company, travel agent or others.

2. When recapitulating the daily revenue report, Author have difficulty because the amount of revenue is not balanced with the system.

3. Sometimes bills from each outlet are not submitted and have not been input into the system.

3.4.2 Solution

Solutions that can be done to face obstacles during the apprenticeship work process include:

1. The mentor will make a note of the customer's name on the bank statement. In addition, Author also make notes in notebooks for some customers.

2. The author did the calculation manually and found that there was an error in the system. In the end, author informed the mentor.

3. Author will check the next day and recap the revenue.

CHAPTER IV
CONCLUSION AND SUGGESTIONS

4.1 Conclusion

After doing the apprenticeship program at Prime Park Hotel & Convention Pekanbaru there is some conclusion as follow:

1. There were some kinds of job done during the apprenticeship in Accounting Department : Checking the closing report from the fo, recording the daily revenue report and daily sales of rooms and banquets., helping to recap cash flow, conducting reconciliation, recording transactions that have paid debts in the system, scanning the market list and contract list documents, making gest bill, grouping transaction card, grouping spa bill, receiving goods, helping to fill out the receipt of payment documents.

2. There were Hard Documents and Electronic Document used for activity while doing apprenticeship program. Hard Document and Electronic Document such as: Bank Statement, Bank Transfer Proof, Bill ,Deposit Slip, Cash Sheet, Cashier Remittance envelope Guest Bill, Banquet Event Order, Revenue Report, Invoice, Payment Voucher and etc.

3. An internship at Prime Park Hotel & Convention Pekanbaru provides skills for the author in the use of the power pro system used by the hotel; besides that, this internship also helps the author to be more organized and efficient in completing tasks.

4. Every working procedure done during the apprenticeship at the Prime Park hotel & Convention Pekanbaru is done so in compliance with the SOP's rules, which are applicable there.

4.2 Suggestions

Some suggestions that author can give based on apprenticeship experience that has been completed for 4 month :

1. Sugesstions for the apprentice
   a. Being proactive shows that you are passionate and committed to learning and contributing.

b. Having good time management.

c. Maintaining ethics and professionalism.

2. Suggestions for the D3 English Study Program

    a. Developing the curriculum by adding courses that focus on the hospitality industry.

    b. Increasing collaboration with leading hotels to ensure the internship program provides quality and relevant practical experience.

3. Suggestions for the Company

    a. Giving students the opportunity to engage in various departments.

    b. Seting up mentors who can provide guidance, support, and feedback on a regular basis.

    c. Giving students the opportunity to use the system of tools that the company uses to facilitate the completion of tasks.

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APPENDICES

Appendixs 1 Apprenticeship Acceptance Letter

PRIME PARK
HOTEL & CONVENTION
PEKANBARU

Pekanbaru, 28 Februari 2024

Kepada Yth,
Bpk. Armada, ST., MT
WakilDirektur I POLITEKNIK Negeri Bengkalis

di Tempat

Perihal   : _Confirmation Pelaksanaan Kerja Praktek_

Dengan hormat,

Warmest Greeting from PRIME PARK Hotel & Convention Pekanbaru.

Sehubungan dengan Surat Permohonan Kerja Praktek (KP) , untuk itu kami dari Management PT. Pekanbaru Permai Propertindo (PRIME PARK Hotel & Convention Pekanbaru) sangat mendukung Program Kerja Praktek (KP) yang dilaksanakan. Untuk itu melalui Surat ini kami sampaikan Peserta Kerja Praktek (KP) yang akan kami terima di PT. Pekanbaru Permai Propertindo (PRIME PARK Hotel & Convention Pekanbaru).

1. Yohanna Elisia Purba
2. Yulian Syafitri

Demikianlah hal ini kami sampaikan, atas perhatian dan kerjasamanya kami ucapkan banyak terimakasih.

Hormat kami,

PRIME PARK
HOTEL & CONVENTION
PEKANBARU
HUMAN RESOURCES DEVELOPMENT

Maulana Nicko Raharjo
General Manager

Appendixs 2 Apprenticeship Letter

PRIME PARK
HOTEL & CONVENTION
PEKANBARU

Pekanbaru, 1 Juli 2024

Kepada Yth,
Bpk. Armada, ST., MT
Wakil Direktur I POLITEKNIK Negeri Bengkalis

di Tempat

Perihal   : _Surat Pengembalian Mahasiswa Magang_

Dengan hormat,

Warmest Greeting from PRIME PARK Hotel & Convention Pekanbaru.

Sehubungan dengan telah selesainya masa training selama 4 (empat) bulan, dengan ini mengembalikan siswa training yang telah menjalani masa training di perusahaan kami. Adapun Mahasiswa tersebut adalah:

No	Nama Mahasiswa	Jurusan	Peiode Training
1	Yohanna Elisia Purba	Bahasa	1 Maret – 30 Juni
2	Yulian Syafitri	Bahasa	1 Maret – 30 Juni

Kami mengucapkan terima kasih atas kerjasama dan kepercayaan yang telah diberikan kepada kami untuk mendidik dan melatih siswa tersebut. Semoga ilmu dan pengalaman yang didapat selama masa training dapat bermanfaat dan mendukung kesuksesan siswa di masa yang akan datang.

Demikianlah hal ini kami sampaikan, atas perhatian dan kerjasamanya kami ucapkan banyak terimakasih.

Hormat kami,

PRIME PARK
HOTEL & CONVENTION
PEKANBARU
HUMAN RESOURCES DEVELOPMENT

Maulana Nicko Raharjo
General Manager

Appendixs 3 Certificated of Apprenticeship

PRIME PARK
HOTEL & CONVENTION
PEKANBARU

CERTIFICATE OF COMPLETION

this is to certify that

YOHANNA ELISIA PURBA

HAS SUCCESSFULLY COMPLETED

ACCOUNTING DEPARTMENT
Since 1 March 2024 until 30 June 2024

at PRIME PARK Hotel & Convention Pekanbaru

Pekanbaru, 1 July 2024

PRIME PARK
HOTEL & CONVENTION
PEKANBARU
HUMAN RESOURCES DEVELOPMENT

Maulana Nico Raharjo
General Manager

Appendixs 4 Evaluation Form

PRIME PARK
HOTEL & CONVENTION
PEKANBARU

DAFTAR NILAI
PRAKTEK KERJA INDUSTRI
Periode: 1 Maret - 30 Juni 2024
PRIME PARK HOTEL & CONVENTION PEKANBARU
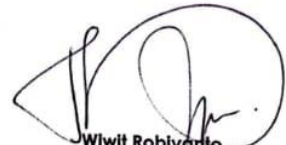
NAMA : YOHANNA ELISIA PURBA
JURUSAN : BAHASA
UNIVERSITAS : POLITEKNIK NEGERI BENGKALIS

NO	MATERI YANG DINILAI	NILAI (ACCOUNTING DEPT)	
		ANGKA	HURUF
ASPEK KEPRIBADIAN/ NON TEKNIS			
1	Disiplin	100	A
2	Kerjasama/ hubungan dengan teman	95	A
3	Kerjasama/ hubungan dengan tamu	89	A
4	Kerjasama/ hubungan dengan atasan	95	A
5	Inisiatif dan kreatifitas	98	A
6	Kerajinan	98	A
7	Tanggung jawab	98	A
8	Sikap dan prilaku	99	A
9	Penampilan	95	A
10	Kejujuran	99	A
11	Kebersihan	98	A
	JUMLAH/TOTAL	1,064	-
	RATA-RATA	96.73	A
ASPEK KEILMUAN			
1	Pengetahuan kerja	98	A
2	Langkah/ prosedur kerja	98	A
3	Kualitas kerja	98	A
4	Kuantitas kerja	98	A
	JUMLAH/TOTAL	392	-
	RATA-RATA	98.00	A

	KETERANGAN		HURUF	
1	90-100	: A	Istimewa
2	80-89	: B	Amat Baik
3	70-79	: C	Baik
4	60-69	: D	Kurang

Pekanbaru, 1 Juli 2024
Approved by,

Ahmad Arif
(Assistant Financial Controller)

Wiwit Robiyanto
(Assistant Human Resource Manager)

Jl. Jendral Sudirman No. 3-6, Pekanbaru, Riau 28284 - Indonesia. Tel: +62 761 7878 222
Email: reservation@primepark-pekanbaru.co.id Website: www.primepark-pekanbaru.co.id

Appendixs 5 List of Attendance

DAFTAR ABSENSI MAHASISWA KERJA PRAKTIK

Nama   : Yohanna Elisia Purba
NIM   : 5203211153
Prodi   : D3 Bahasa Inggris
Perguruan Tinggi   : Politeknik Negeri Bengkalis

No	Hari, Tanggal	Paraf Mahasiswa	Paraf Pemb, KP	Keterangan
1	Jumat, 01 Maret 2024			
2	Sabtu, 02 Maret 2024			
3	Minggu, 03 Maret 2024	–	–	Off Day
4	Senin, 04 Maret 2024			
5	Selasa, 05 Maret 2024			
6	Rabu, 06 Maret 2024			
7	Kamis, 07 Maret 2024			
8	Jumat, 08 Maret 2024			
9	Sabtu, 09 Maret 2024			
10	Minggu, 10 Maret 2024	–	–	Off Day
11	Senin, 11 Maret 2024	–	–	Nyepi Day
12	Selasa, 12 Maret 2024			
13	Rabu, 13 Maret 2024			
14	Kamis, 14 Maret 2024			
15	Jumat, 15 Maret 2024			
16	Sabtu, 16 Maret 2024			
17	Minggu, 17 Maret 2024	–	–	Off Day
18	Senin, 18 Maret 2024			
19	Selasa, 19 Maret 2024			
20	Rabu, 20 Maret 2024			
21	Kamis, 21 Maret 2024			
22	Jumat, 22 Maret 2024			
23	Sabtu, 23 Maret 2024			
24	Minggu, 24 Maret 2024	–	–	Off Day
25	Senin, 25 Maret 2024			
26	Selasa, 26 Maret 2024			
27	Rabu, 27 Maret 2024			
28	Kamis, 28 Maret 2024			
29	Jumat, 29 Maret 2024	–	–	Good Friday
30	Sabtu, 30 Maret 2024			
31	Minggu, 31 Maret 2024	–	–	Off Day
32	Senin, 01 April 2024			
33	Selasa, 02 April 2024			
34	Rabu, 03 April 2024			
35	Kamis, 04 April 2024			
36	Jumat, 05 April 2024			
37	Sabtu, 06 April 2024			
38	Minggu, 07 April 2024	—	—	Off Day

No	Tanggal			
39	Senin, 08 April 2024			
40	Selasa, 09 April 2024			
41	Rabu, 10 April 2024	—		
42	Kamis, 11 April 2024		—	Eid -u- Fitr
43	Jumat, 12 April 2024			Eid -III - Fitr
44	Sabtu, 13 April 2024			
45	Minggu, 14 April 2024	—	—	Off Day
46	Senin, 15 April 2024			
47	Selasa, 16 April 2024			
48	Rabu, 17 April 2024			
49	Kamis, 18 April 2024			
50	Jumat, 19 April 2024			
51	Sabtu, 20 April 2024			
52	Minggu, 21 April 2024	—	—	Off Day
53	Senin, 22 April 2024			
54	Selasa, 23 April 2024			
55	Rabu, 24 April 2024			
56	Kamis, 25 April 2024			
57	Jumat, 26 April 2024			
58	Sabtu, 27 April 2024			
59	Minggu, 28 April 2024	—	—	Off Day
60	Senin, 29 April 2024			
61	Selasa, 30 April 2024			
62	Rabu, 01 Mei 2024	—	—	Labor Day
63	Kamis, 02 Mei 2024			
64	Jumat, 03 Mei 2024			
65	Sabtu, 04 Mei 2024			
66	Minggu, 05 Mei 2024	—	—	Off Day
67	Senin, 06 Mei 2024			
68	Selasa, 07 Mei 2024			
69	Rabu, 08 Mei 2024			
70	Kamis, 09 Mei 2024	—	—	Ascension Day
71	Jumat, 10 Mei 2024			
72	Sabtu, 11 Mei 2024			
73	Minggu, 12 Mei 2024	—	—	Off Day
74	Senin, 13 Mei 2024			
75	Selasa, 14 Mei 2024			
76	Rabu, 15 Mei 2024			
77	Kamis, 16 Mei 2024			
78	Jumat, 17 Mei 2024			
79	Sabtu, 18 Mei 2024			
80	Minggu, 19 Mei 2024	—	—	Off Day
81	Senin, 20 Mei 2024			
82	Selasa, 21 Mei 2024			
83	Rabu, 22 Mei 2024			
84	Kamis, 23 Mei 2024		—	Vesakh Day
85	Jumat, 24 Mei 2024			
86	Sabtu, 25 Mei 2024			
87	Minggu, 26 Mei 2024	—	—	Off Day
88	Senin, 27 Mei 2024			

No	Hari/Tanggal	Tanda Tangan	Paraf	Keterangan
	Selasa, 28 Mei 2024		At	
	Rabu, 29 Mei 2024		At	
91	Kamis, 30 Mei 2024		At	
92	Jumat, 31 Mei 2024		At	
93	Sabtu, 01 Juni 2024		-	
94	Minggu, 02 Juni 2024	-	-	Pancasila Day
95	Senin, 03 Juni 2024		-	Off Day
96	Selasa, 04 Juni 2024		At	
97	Rabu, 05 Juni 2024		At	
98	Kamis, 06 Juni 2024		At	
99	Jumat, 07 Juni 2024		At	
100	Sabtu, 08 Juni 2024		At	
101	Minggu, 09 Juni 2024	-	-	Off Day
102	Senin, 10 Juni 2024		At	
103	Selasa, 11 Juni 2024		At	
104	Rabu, 12 Juni 2024		At	
105	Kamis, 13 Juni 2024		At	
106	Jumat, 14 Juni 2024		At	
107	Sabtu, 15 Juni 2024		At	
108	Minggu, 16 Juni 2024	-	-	Off Day
109	Senin, 17 Juni 2024	-	-	Eid al-Adha Mubarak
110	Selasa, 18 Juni 2024		At	
111	Rabu, 19 Juni 2024		At	
112	Kamis, 20 Juni 2024		At	
113	Jumat, 21 Juni 2024		At	
114	Sabtu, 22 Juni 2024		At	
115	Minggu, 23 Juni 2024	-	-	Off Day
116	Senin, 24 Juni 2024		At	
117	Selasa, 25 Juni 2024		At	
118	Rabu, 26 Juni 2024		At	
119	Kamis, 27 Juni 2024	-	-	Audit
120	Jumat, 28 Juni 2024		At	
121	Sabtu, 29 Juni 2024		At	

Catatan :

Total Kehadiran   :
Ijin   : -
Sakit   : -
Tanpa Keterangan   : -

Pekanbaru, 29 Juni 2024
Pembimbing

PRIME PARK
HOTEL & CONVENTION
PEKANBARU
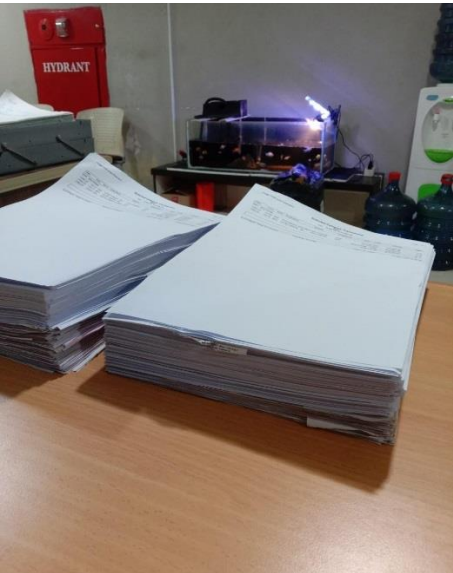
Appendixs 6 Daily Activities Apprenticeship

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : SATURDAY
DATE   : MARCH, 2nd 2024
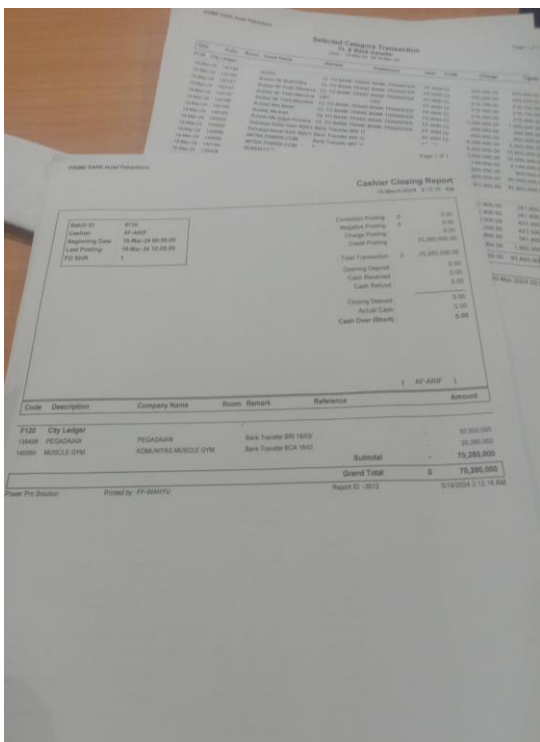
NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report.

DAILY ACTIVITIES
APPRENTICESHIP
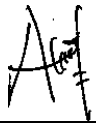
DAY   : MONDAY
DATE   : MARCH, 4th 2024
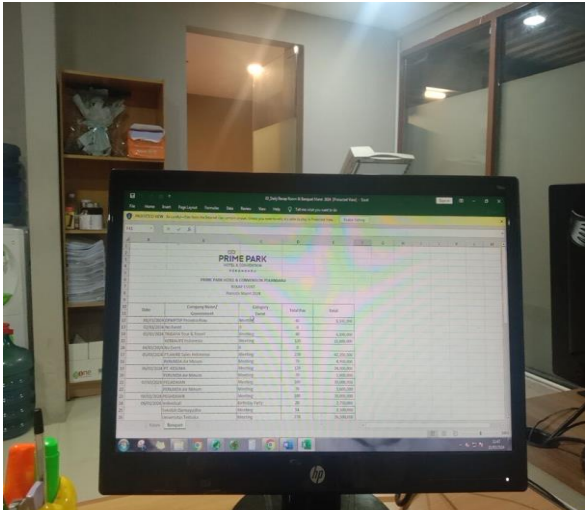
NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report.

DAILY ACTIVITIES
APPRENTICESHIP
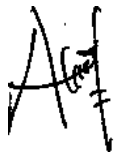
DAY   : TUESDAY
DATE   : MARCH, 5th 2024
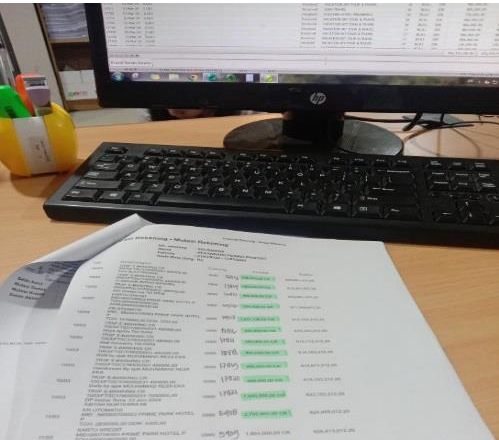
NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1 Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : WEDNESDAY
DATE   : MARCH, 6th 2024
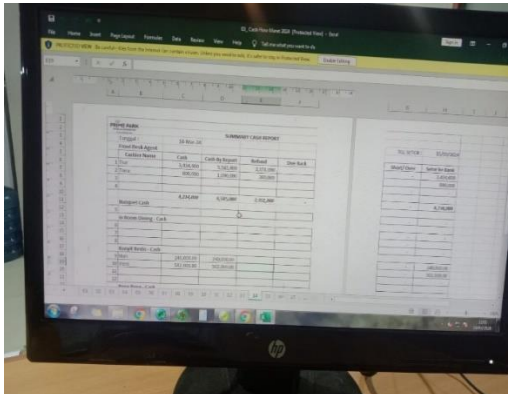
NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation Bank Statement	Ahmad Arif	
2.	Other Activitie: Receiveing	Jannes	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI. Author is also requested to help check incoming goods.

DAILY ACTIVITIES
APPRENTICESHIP
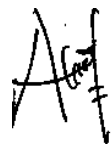
DAY   : THURSDAY
DATE   : MARCH, 7th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1 Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Helping to recap cash flow.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. The author also recaps cash flow. Recap cash flow is entering the revenue from FO that has been deposited to the bank into excel per date. After that, it is printed and combined with proof of deposit.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : FRIDAY
DATE   : MARCH, 8th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1 Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation Bank Statement.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : SATURDAY
DATE   : MARCH, 9th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation bank statements. 4. Helping to fill out the receipt of payment document	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : TUESDAY
DATE   : MARCH, 12nd 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1.Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation bank statements.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : WEDNESDAY
DATE   : MARCH, 13th 2024
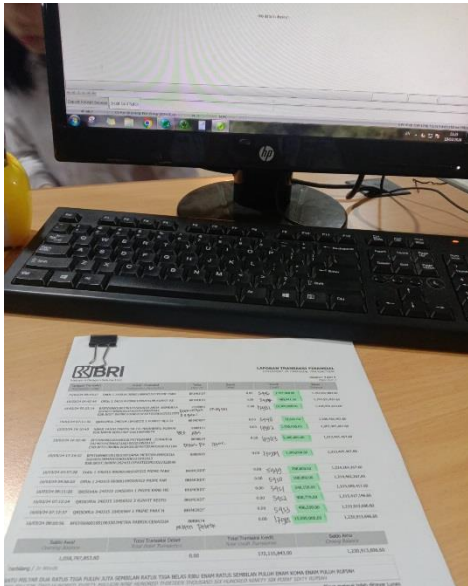
NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1 Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Scanning market list	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. In addition to conducting an income audit, the author was asked to scan the files into pdf form.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : THURSDAY
DATE   : MARCH, 14th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1 Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation Bank Statements.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : FRIDAY
DATE   : MARCH, 15th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1 Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Helping to recap cash flow.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. The author also recaps cash flow. Recap cash flow is entering the revenue from FO that has been deposited to the bank into excel per date. After that, it is printed and combined with proof of deposit.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : SATURDAY
DATE   : MARCH, 16th 2024
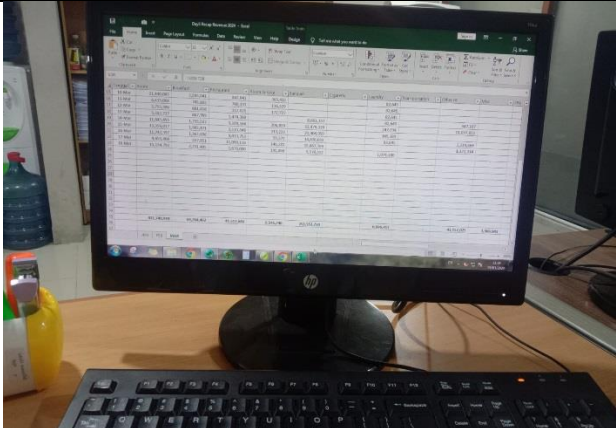
NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1 Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation Bank Statement. 4. Scanning market list and document.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI

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DAILY ACTIVITIES
APPRENTICESHIP

DAY : MONDAY
DATE : MARCH, 18th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation Bank Statement. 4. Scanning contract list document.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : TUESDAY
DATE   : MARCH, 19th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1 Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : WEDNESDAY
DATE   : MARCH, 20th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation Bank Statement 4. Recording transactions that have paid debts in the system.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : THURSDAY
DATE   : MARCH, 21th 2024
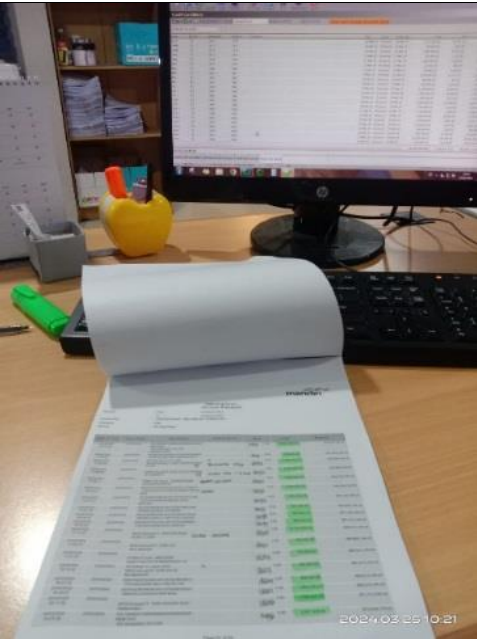
NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1 Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Helping to recap cash flow 4. Helping to fill out the receipt of payment document.	Ahmad Arif	
	Note:		

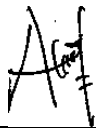| NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel.

DAILY ACTIVITIES
APPRENTICESHIP
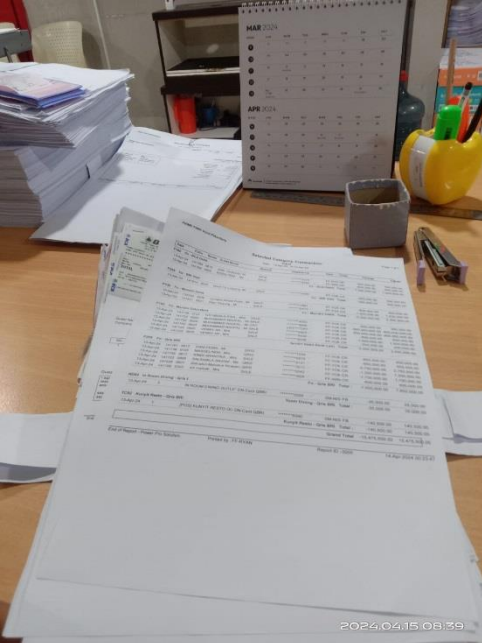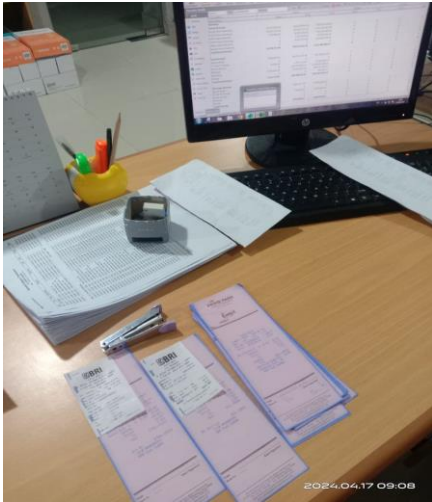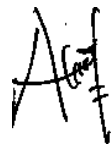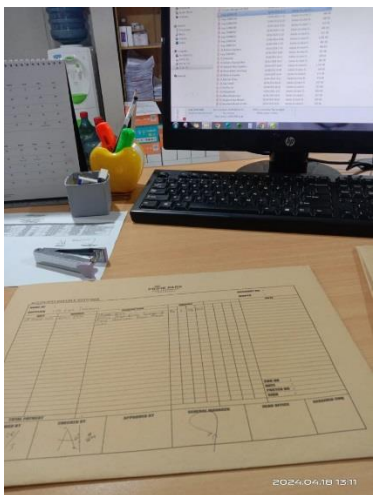
DAY   : FRIDAY
DATE   : MARCH, 22th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation Bank Statement 4. Recording transactions that have paid debts in the system.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : SATURDAY
DATE   : MARCH, 23th 2024
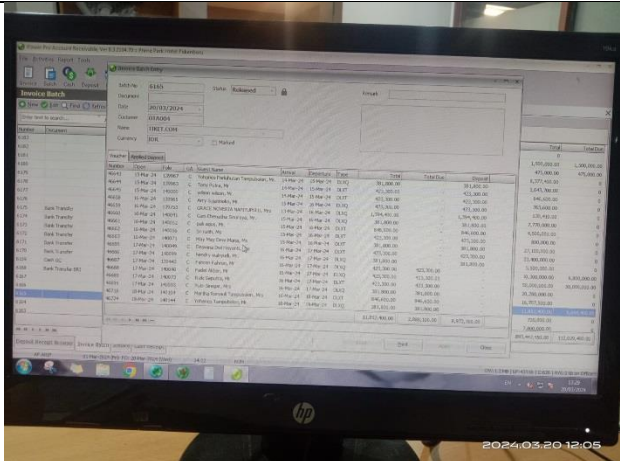
NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet.	Ahmad Arif	
	Note:		

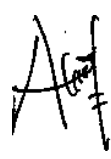| NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel.

DAILY ACTIVITIES
APPRENTICESHIP

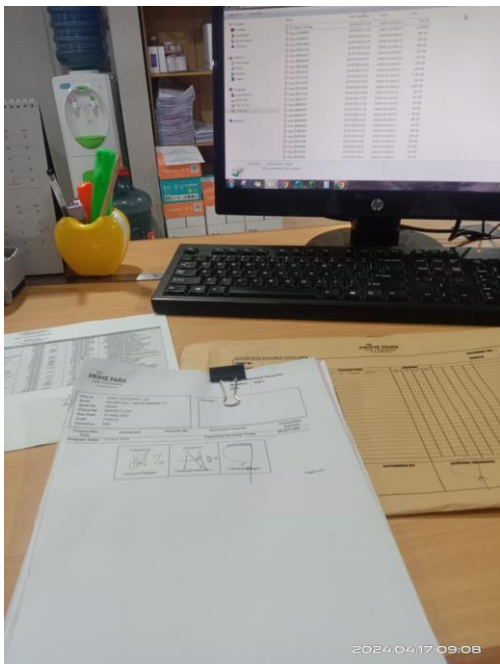DAY   : MONDAY
DATE   : MARCH, 25th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : TUESDAY
DATE   : MARCH, 26th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP
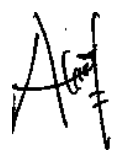
DAY : WEDNESDAY
DATE : MARCH, 27th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1 Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Helping to recap cash flow 4. Recording transactions that have paid debts in the system.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
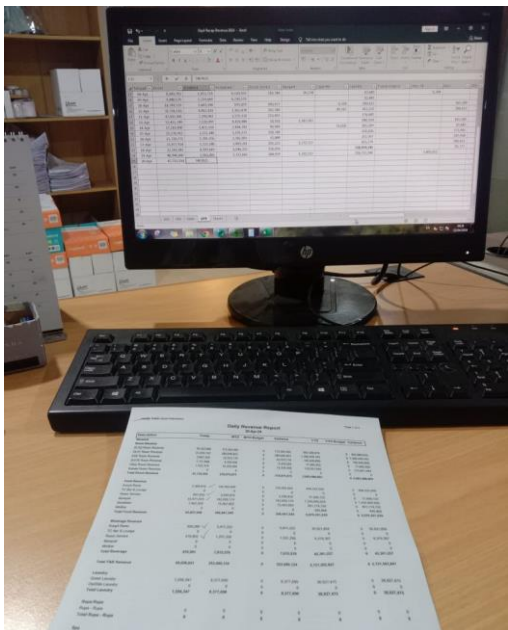## APPRENTICESHIP

DAY   : THURSDAY
DATE   : MARCH, 28th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

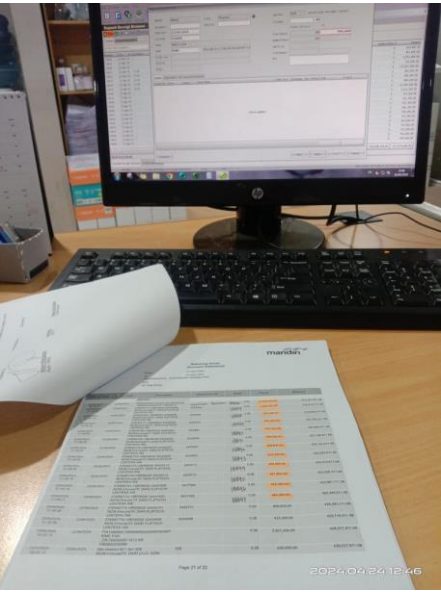DAY   : SATURDAY
DATE   : MARCH, 30th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Ahmad Arif	
	Note:		

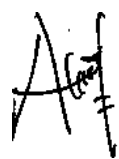| NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
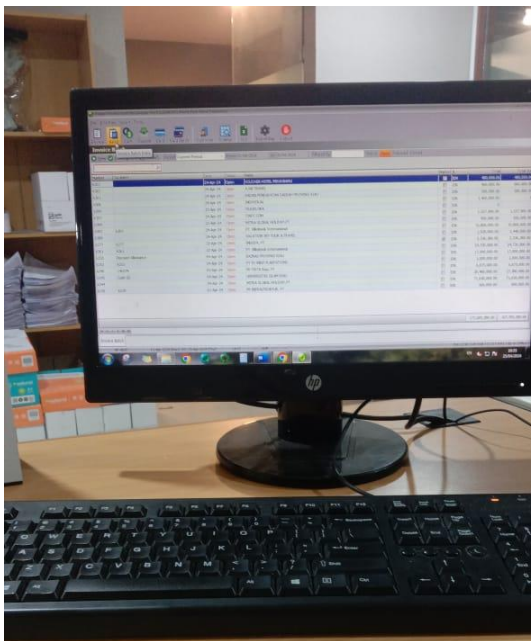# APPRENTICESHIP

DAY   : MONDAY
DATE   : APRIL, 1ˢᵗ2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation Bank Statement. 4. Recording transactions that have paid debts in the system.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : TUESDAY
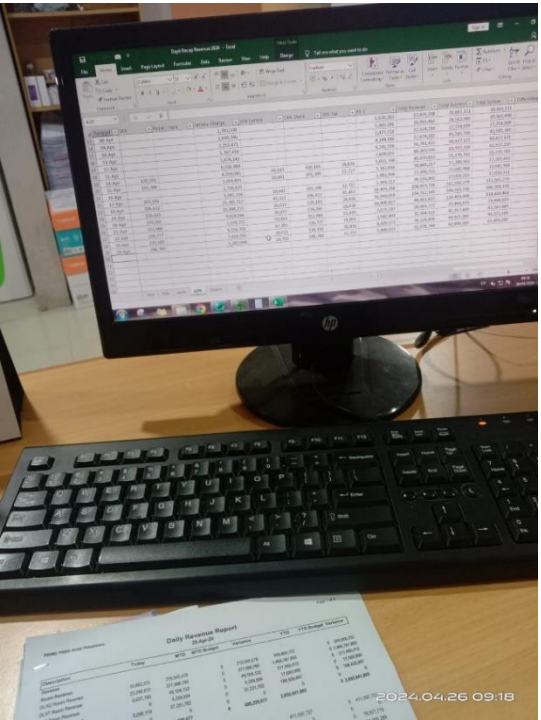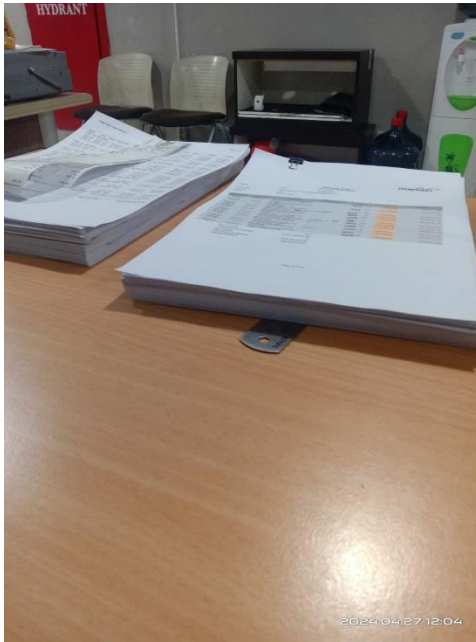DATE   : APRIL, 2nd 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1 Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Grouping bill spa 4. Grouping Credit Card	Ahmad Arif	
	Note:		

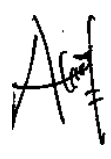| NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
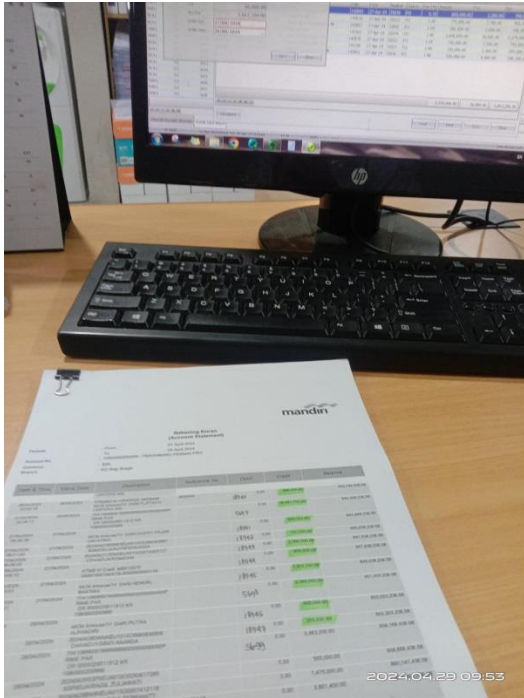**APPRENTICESHIP**

DAY   : WEDNESDAY
DATE   : APRIL, 3rd 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1 Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3.. Conducting reconciliation Bank Statement. 4. Recording transactions that have paid debts in the system.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY : THURSDAY
DATE : APRIL, 4th2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation Bank Statement. 4. Recording transactions that have paid debts in the system.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION

1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report.
		
		  After checking the closing report, the next step is to recap revenue, room sales, and events into excel.
		
		  Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI.
		
		  Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
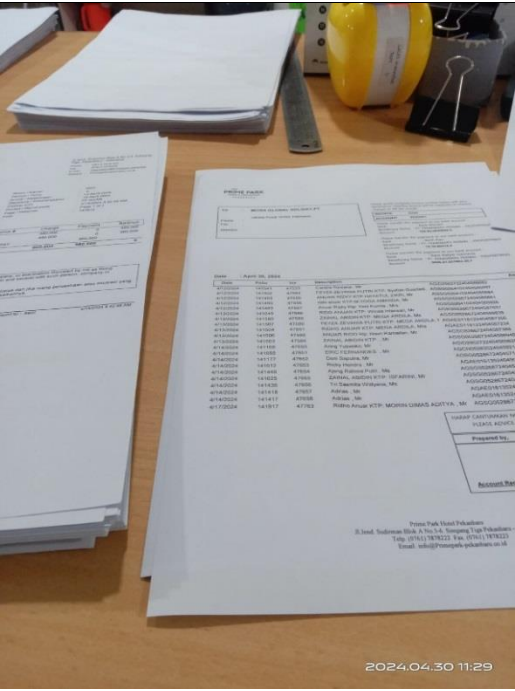**APPRENTICESHIP**

DAY   : FRIDAY
DATE   : APRIL, 5th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Helping to recap cash flow 4. Conducting reconciliation 5. Recording transactions that have paid debts in the system.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
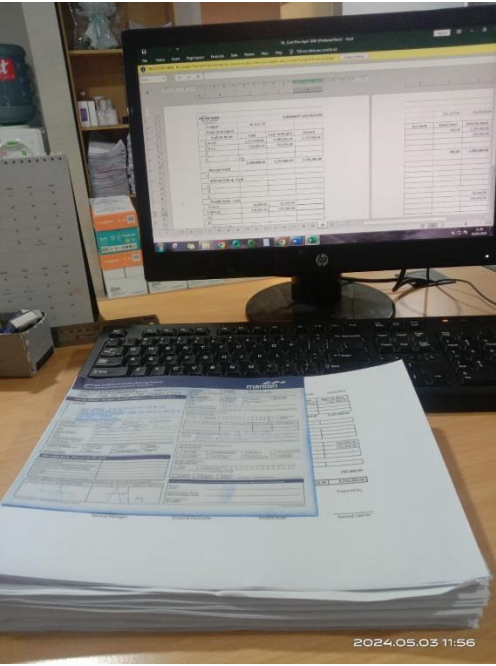## APPRENTICESHIP

DAY   : SATURDAY
DATE   : APRIL, 6th2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation 4. Recording transactions that have paid debts in the system. Other Activities: Receiving	Ahmad Arif	
	Note:		

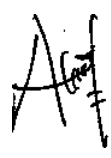| NO	WORKING	EXPLANATION

1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report.
		
		  After checking the closing report, the next step is to recap revenue, room sales, and events into excel.
		
		  Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI.
		
		  Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP
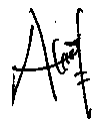
DAY   : MONDAY
DATE   : APRIL, 8th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation 4. Recording transactions that have paid debts in the system.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : TUESDAY
DATE   : APRIL, 9th 2024

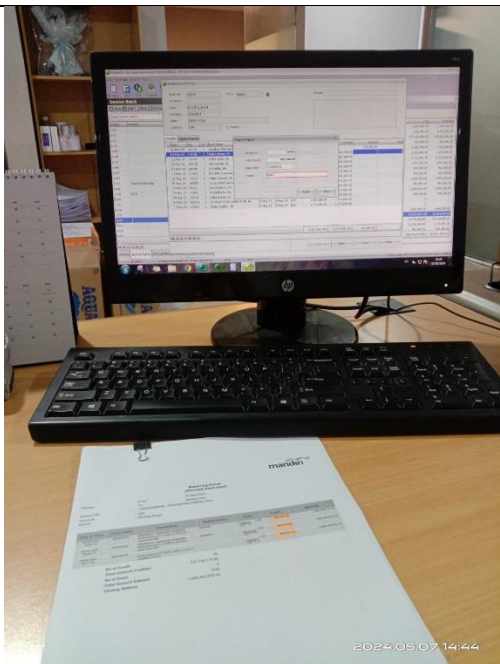| NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1 Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel.

DAILY ACTIVITIES
APPRENTICESHIP

DAY　　　: FRIDAY
DATE　　 : APRIL, 12th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1 Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet.	Ahmad Arif	
	Note:		

NO	WORKING		EXPLANATION
1.			Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : SATURDAY
DATE   : APRIL, 13th 2024
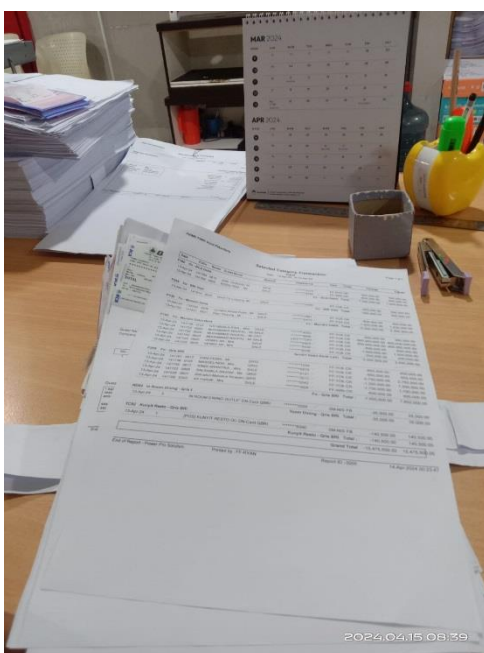
NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1 Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : MONDAY
DATE   : APRIL, 15th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Helping to fill out the receipt of payment document.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : TUESDAY
DATE   : APRIL, 16th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : WEDNESDAY
DATE   : APRIL, 17th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet.	Ahmad Arif	
	Note:		

NO	WORKING		EXPLANATION
1.			Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : THURSDAY
DATE   : APRIL, 18th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Scanning market list document.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : FRIDAY
DATE   : APRIL, 19th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation Bank Statement. 4. Scanning contract list document.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : SATURDAY
DATE   : APRIL, 20th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP
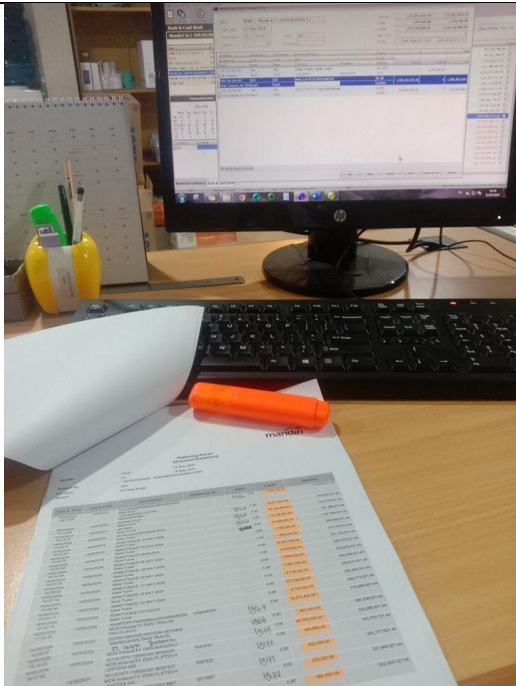
DAY : MONDAY
DATE : APRIL, 22th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Helping to recap cash flow 4. Conducting reconciliation 5.Recording transactions that have paid debts in the system.	Ahmad Arif	
	Note:		

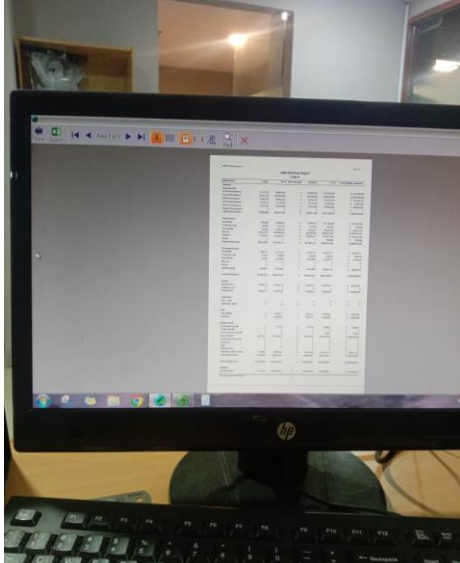| NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : TUESDAY
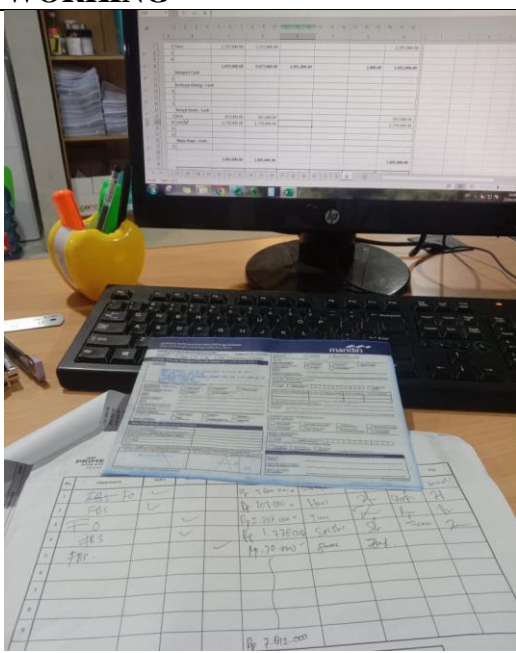DATE   : APRIL, 23th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : WEDNESDAY
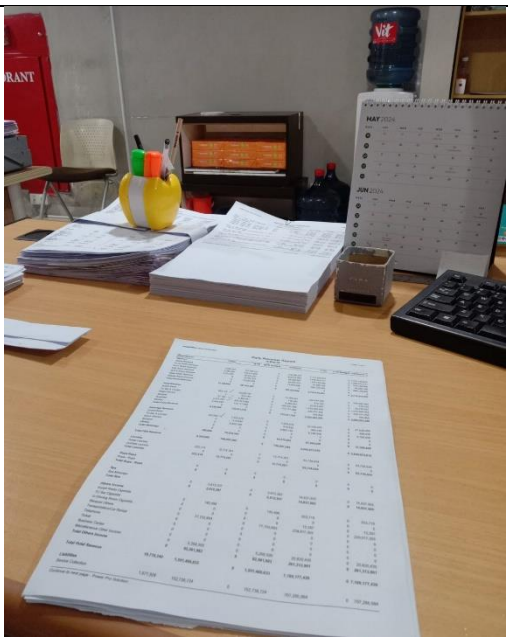DATE   : APRIL, 24th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
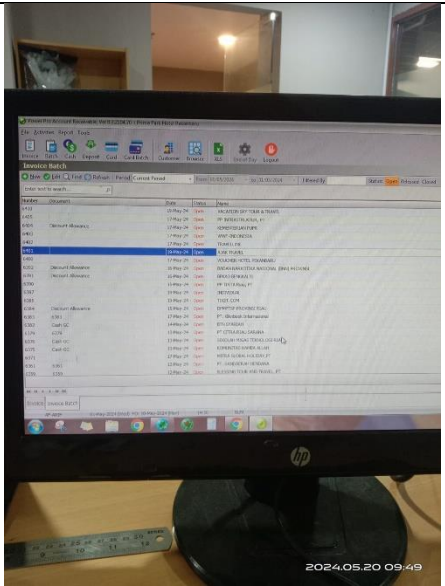## APPRENTICESHIP

DAY   : THURSDAY
DATE   : APRIL, 25th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Helping to fill out the receipt of payment document	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : FRIDAY
DATE   : APRIL, 26th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation Bank Statement. 4. Recording transactions that have paid debts in the system.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : SATURDAY
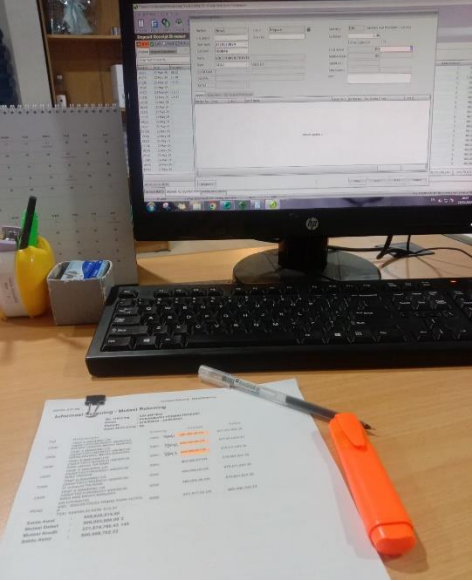DATE   : APRIL, 27th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO. 2. Recording daily revenue report and daily sales of Room & Banquet. 3.Recording transactions that have paid debts in the system.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : MONDAY
DATE   : APRIL, 29th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation Bank Statement. 4. Recording transactions that have paid debts in the system.	Ahmad Arif	
	Note:		

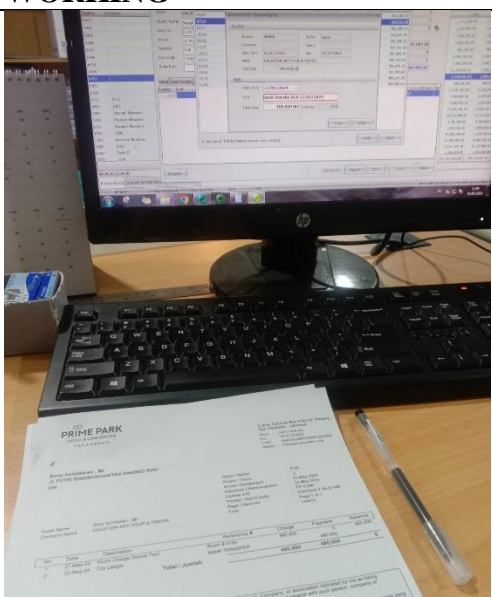| NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
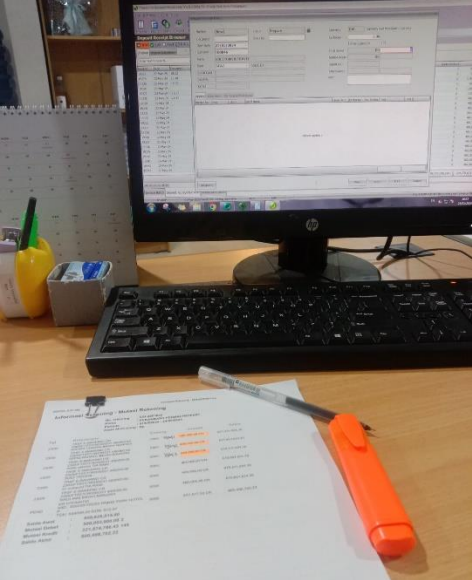# APPRENTICESHIP

DAY   : TUESDAY
DATE   : APRIL, 30th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation Bank Statement. 4. Recording transactions that have paid debts in the system.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
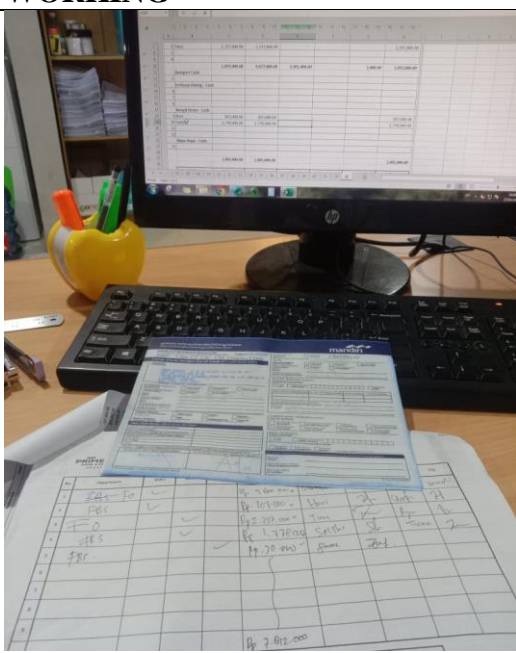## APPRENTICESHIP

DAY   : WEDNESDAY
DATE   : MEI, 2ⁿᵈ 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Conducting reconciliation Bank Statement. 4. Recording transactions that have paid debts in the system. 5. Grouping payment voucher Mitra Global Holiday	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
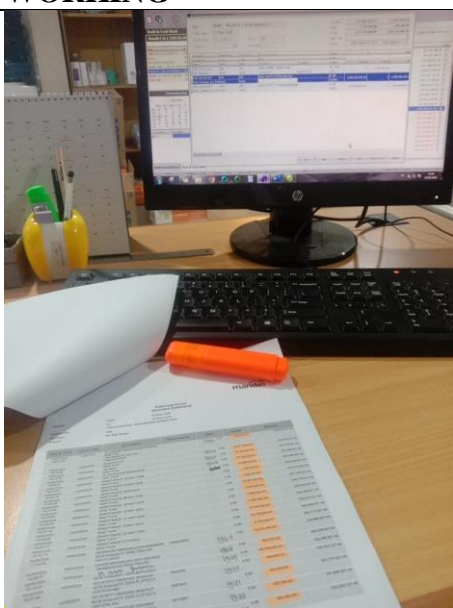## APPRENTICESHIP

DAY   : FRIDAY
DATE   : MEI, 3rd 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Helping to recap cash flow 4. Recording transactions that have paid debts in the system.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : SATURDAY
DATE   : MEI, 4th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Grouping Credit Card	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

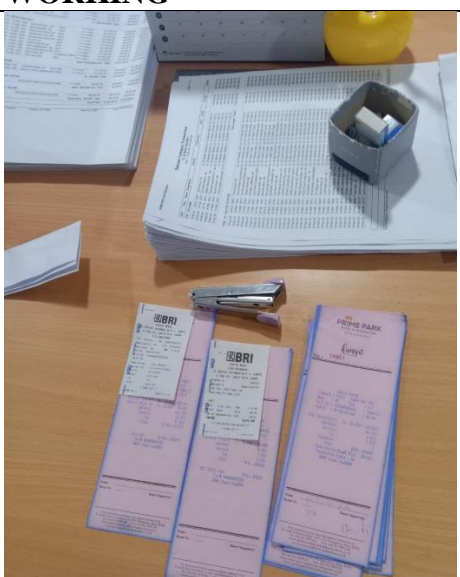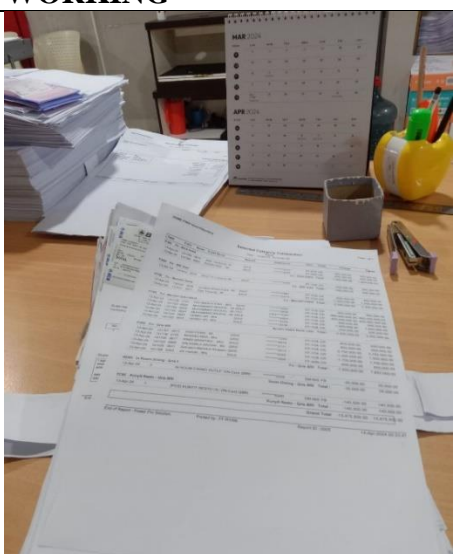DAY   : MONDAY
DATE   : MEI, 6th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Staff Party	Ahmad Arif	
	Note:		

NO	WORKING		EXPLANATION
1.			The hotel will organize staff parties four times a year to reward employees for their performance.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : TUESDAY
DATE   : MEI, 7th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting reconciliation Bank Statement.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

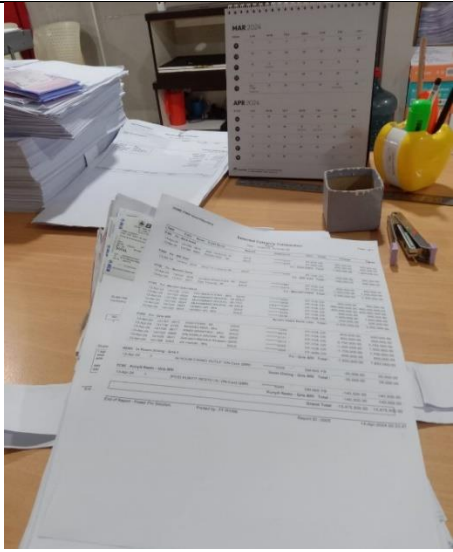DAY   : WEDNESDAY
DATE   : MEI, 8th 2024
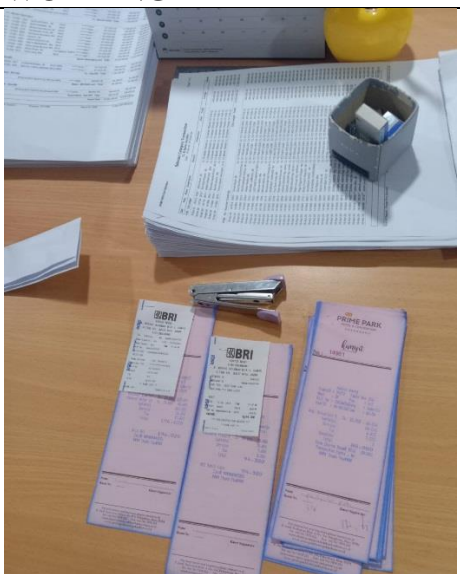
NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Making Guest Bill	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

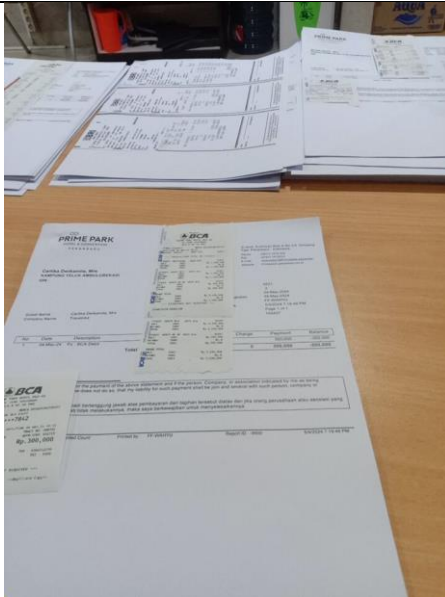DAY   : FRIDAY
DATE   : MEI, 10th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
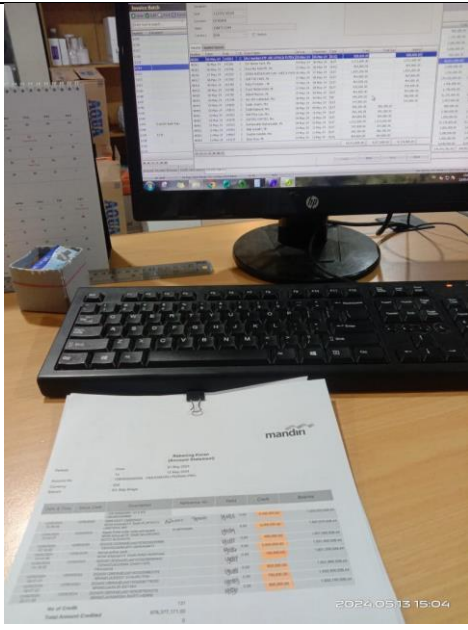## APPRENTICESHIP

DAY   : SATURDAY
DATE   : MEI, 11th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : MONDAY
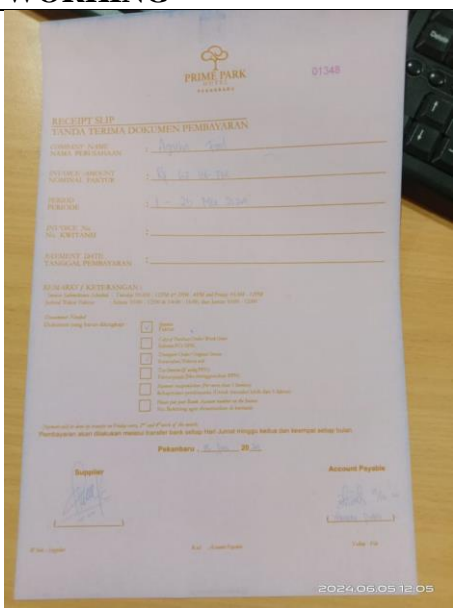DATE   : MEI, 13th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting reconciliation Bank Statement.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

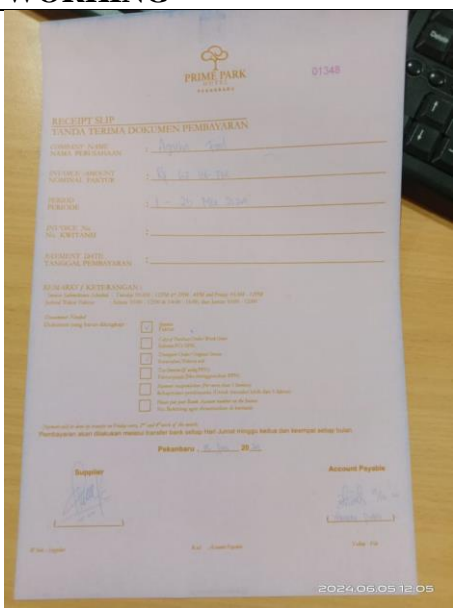DAY   : TUESDAY
DATE   : MEI, 14th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting reconciliation Bank Statement. 5. Helping to recap cash flow	Ahmad Arif	
	Note:		

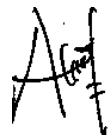| NO	WORKING	EXPLANATION

1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report.
		  After checking the closing report, the next step is to recap revenue, room sales, and events into excel.
		  Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI
		  Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

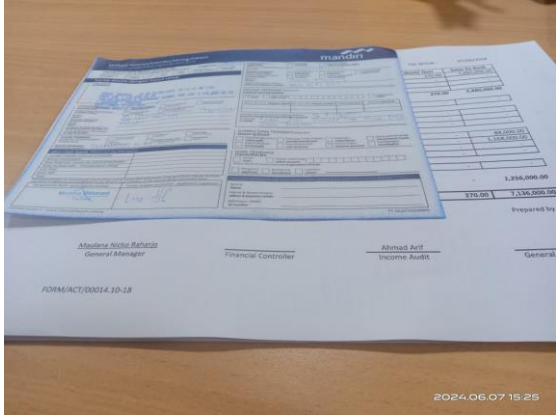DAY   : WEDNESDAY
DATE   : MEI, 15th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting reconciliation Bank Statement.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : THURSDAY
DATE   : MEI, 16th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Scaning Market List Document	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : FRIDAY
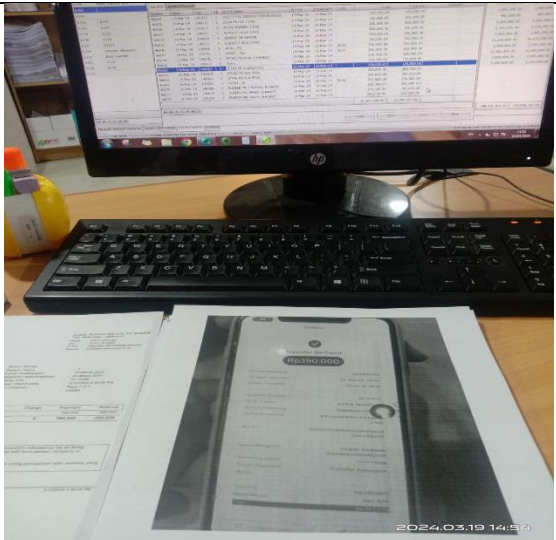DATE   : MEI, 17th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Record transactions that have paid debts in the system. 4. Helping to recap cash flow. 5. Grouping PO. 6.Conducting Reconciliation Bank Statement.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

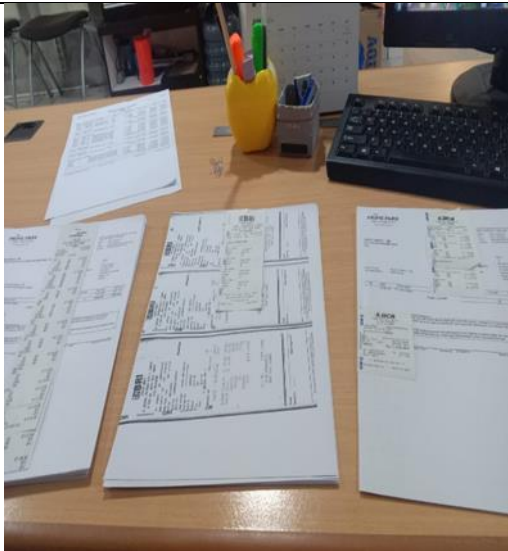DAY : SATURDAY
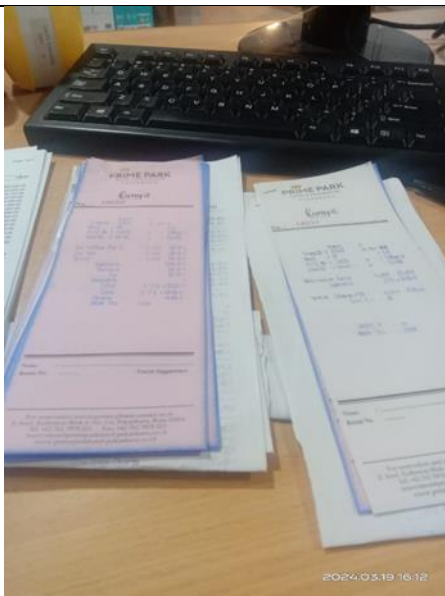DATE : MEI, 18th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting Reconciliation Bank Statement.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY : MONDAY
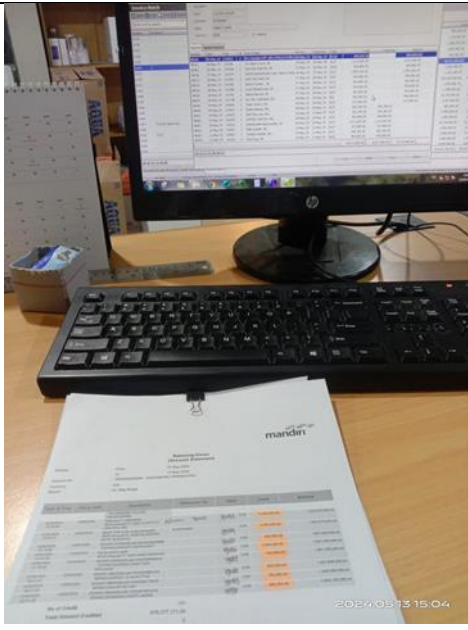DATE : MEI, 20th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4.Scanning Market List, Contract Service, Other expenses and Tax.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : TUESDAY
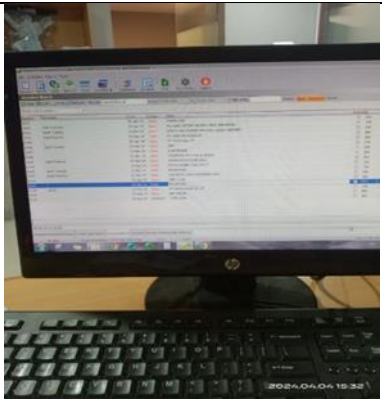DATE   : MEI, 21th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Helping to recap cash flow 5. Conducting reconciliation Bank Statement.		
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : WEDNESDAY
DATE   : MEI, 22th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting in reconciliation Bank Statement.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP
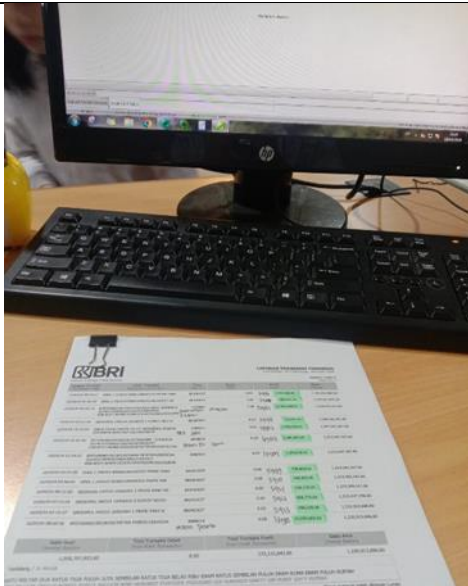
DAY   : FRIDAY
DATE   : MEI, 24th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting in reconciliation bank statements.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
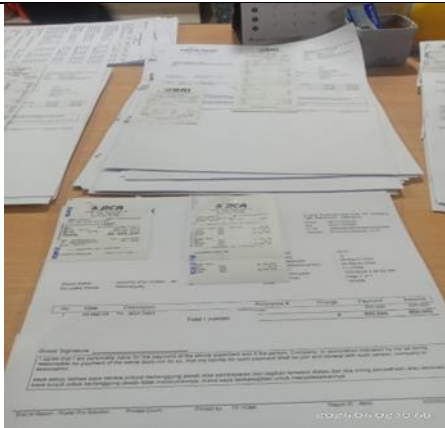## APPRENTICESHIP

DAY   : SATURDAY
DATE   : MEI, 25th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting in reconciliation bank statements.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
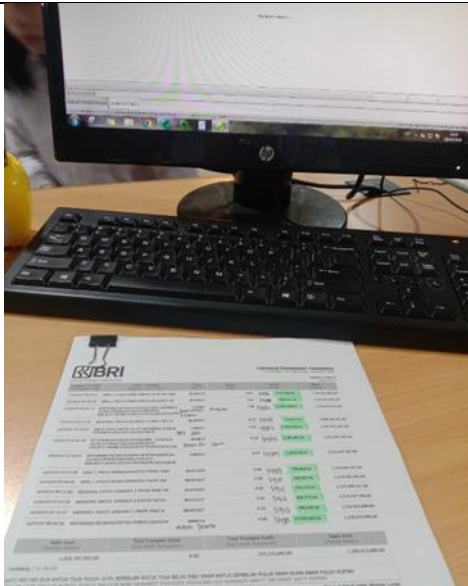# APPRENTICESHIP

DAY : MONDAY
DATE : MEI, 27th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting in reconciliation bank statements. 5. Helping in recap cash flow	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP
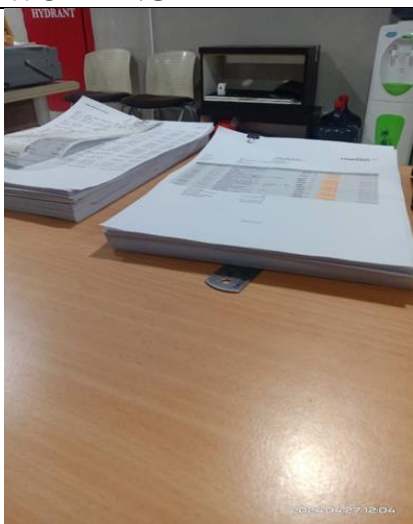
DAY   : TUESDAY
DATE   : MEI, 28th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting in reconciliation bank statements.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : WEDNESDAY
DATE   : MEI, 29th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Grouping Purchase Order	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : THURSDAY
DATE   : MEI, 30th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : FRIDAY
DATE   : MAY, 31th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting in reconciliation bank statements. 5. Helping in recap cash flow	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : MONDAY
DATE   : JUNE, 03th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting in reconciliation bank statements. 5. Grouping payment voucher Mitra Global Holiday 6. Grouping Credit Card.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : TUESDAY
DATE   : JUNE, 04th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting in reconciliation bank statements.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : WEDNESDAY
DATE   : JUNE, 05th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting in reconciliation bank statements. 5. Helping to fill out the receipt of payment document	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : THURSDAY
DATE   : JUNE, 06th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting in reconciliation bank statements. 5. Helping to fill out the receipt of payment document	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : FRIDAY
DATE   : JUNE, 07th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Helping in recap cash flow.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : SATURDAY
DATE   : JUNE, 08th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting in reconciliation Bank Statement.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : MONDAY
DATE   : JUNE, 10th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting in reconciliation Bank Statement.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : TUESDAY
DATE   : JUNE, 11th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Separating Payment Voucher & Guarantee Letter MG.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY : WEDNESDAY
DATE : JUNE, 12th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting Reconciliation Bank Statement. 5. Scanning Contract List	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : THURSDAY
DATE   : JUNE, 13th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting Reconciliation Bank Statement.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : FRIDAY
DATE   : JUNE, 14th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting Reconciliation Bank Statement.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : SATURDAY
DATE   : JUNE, 15th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting Reconciliation Bank Statement.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : TUESDAY
DATE   : JUNE, 18th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting Reconciliation Bank Statement.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : WEDNESDAY
DATE   : JUNE, 19th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting Reconciliation Bank Statement.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI. Account Receivable is to record transactions that have paid debts to the company.

DAILY ACTIVITIES
APPRENTICESHIP

DAY : THURSDAY
DATE : JUNE, 20th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4.Conducting reconciliation bank statement.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI.

DAILY ACTIVITIES
APPRENTICESHIP

DAY : FRIDAY
DATE : JUNE, 21th 2024
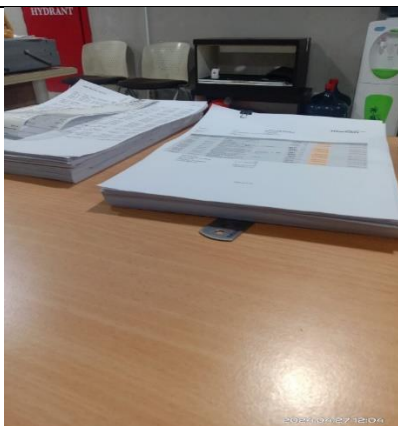
NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : SATURDAY
DATE   : JUNE, 22th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : MONDAY
DATE   : JUNE, 24th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4. Conducting reconciliation bank statement.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : MONDAY
DATE   : JUNE, 24th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4.Conducting reconciliation bank statement.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : TUESDAY
DATE   : JUNE, 25th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4.Conducting reconciliation bank statement.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : WEDNESDAY
DATE   : JUNE, 26th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4.Conducting reconciliation bank statement.	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : FRIDAY
DATE   : JUNE, 28th 2024
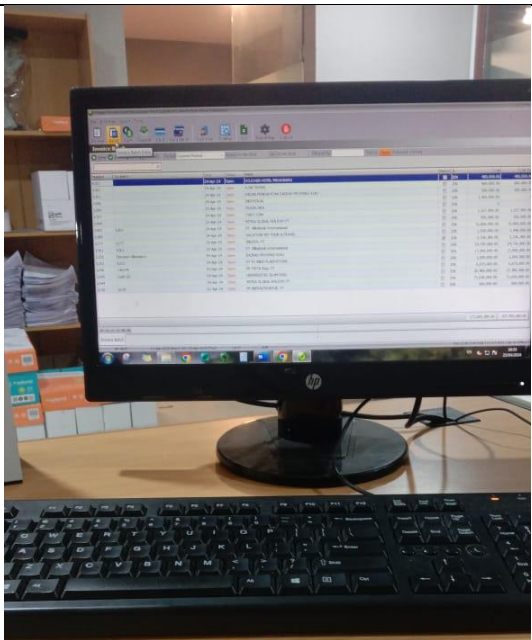
NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4.Conducting reconciliation bank statement. 5.Conducting in recap cash flow	Ahmad Arif	
	Note:		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI.

DAILY ACTIVITIES
APPRENTICESHIP

DAY   : SATURDAY
DATE   : JUNE, 29th 2024
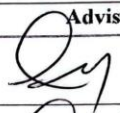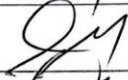
NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Checking the closing report from the FO 2. Recording daily revenue report and daily sales of Room & Banquet. 3. Recording transactions that have paid debts in the system. 4.Conducting reconciliation bank statement.	Ahmad Arif	
	Note: LAST DAY		

NO	WORKING	EXPLANATION
1.		Completed the FO's closing report, verified that the sales report was accurate, Checking the bill used by the cashier and Checking the transactions included in the report. After checking the closing report, the next step is to recap revenue, room sales, and events into excel. Reconciliation is the recording of transactions from the bank statement into the hotel's accounting system. Prime park hotel has some of payment through banks, namely BCA, Mandiri, and BRI.

Appendixs 7 Revision List

CONSULTATION SHEET
PRIME PARK HOTEL & CONVENTION PEKANBARU

Name   : Yohanna Elisia Purba

Reg. Number   : 5203211153

Advisor   : Rionaldi,S.Pd.,M.Pd

Day/Date	Revision	Advisor
Tuesday /2 May 2024	Grammatical Paralelism	
Thursday /30 May 2024	Adding a diagram to explain the working Procedure	
Monday /10 June 2024	Paralelism	
Tuesday /2 July 2024	Acc	

Bengkalis, June 2024

Rionaldi,S.Pd.,M.Pd
NIP. 198402122014041001

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Appendixs 8 Logbook of Activity in SIAKAD

87	Sabtu, 9 Maret 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Payable, reconciliation
88	Jumat, 8 Maret 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit dan Rekonsiliasi
89	Kamis, 7 Maret 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit dan Cash Flow
90	Rabu, 6 Maret 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit. Receiveing
91	Selasa, 5 Maret 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit dan Rekap di Excel
92	Senin, 4 Maret 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit
93	Sabtu, 2 Maret 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit
94	Jumat, 1 Maret 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Briefing terkait pelaksanaan PKL

78	Kamis, 21 Maret 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Rekap Cash Flow, Account Payable
79	Rabu, 20 Maret 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Rekonsil dan Account Receivable
80	Selasa, 19 Maret 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit dan Account Receivable
81	Senin, 18 Maret 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit,Rekonsil , Scan Contract List
82	Sabtu, 16 Maret 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit , Rekonsil, scan market list
83	Jumat, 15 Maret 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit dan Rekap Cash Flow
84	Kamis, 14 Maret 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit dan Rekonsiliasi
85	Rabu, 13 Maret 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit dan Scan Berkas
86	Selasa, 12 Maret 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit dan Rekonsiliasi

51	Kamis, 25 April 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit & Account Receivable
52	Rabu, 24 April 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit & Account Receivable
53	Selasa, 23 April 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit dan Account Receivable
54	Senin, 22 April 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Rekonsil, Account Receivable
55	Sabtu, 20 April 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit and Account Receivable
56	Jumat, 19 April 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit,scan Contract List ,and Reconciliation
57	Kamis, 18 April 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit dan Scan Market List
58	Rabu, 17 April 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit
59	Selasa, 16 April 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit

42	Selasa, 7 Mei 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable & Reconciliation
43	Senin, 6 Mei 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit & Account Receivable
44	Sabtu, 4 Mei 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable ,Reconciliation, Grouping Credit Card
45	Jumat, 3 Mei 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable ,Reconciliation, Recap Cash Flow
46	Kamis, 2 Mei 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable ,Reconciliation, Grouping payment voucher
47	Selasa, 30 April 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable & Reconciliation
48	Senin, 29 April 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable & Reconciliation
49	Sabtu, 27 April 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit & Account Receivable
50	Jumat, 26 April 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable & Reconciliation

No	Hari/Tanggal	Pembimbing	Mahasiswa	Kegiatan
33	Sabtu, 18 Mei 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable & Reconciliation
34	Jumat, 17 Mei 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable ,Reconciliation, Grouping PO, Recap Cash Flow
35	Kamis, 16 Mei 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable ,Scanning
36	Rabu, 15 Mei 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable & Reconciliation
37	Selasa, 14 Mei 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable ,Reconciliation, Recap Cash Flow
38	Senin, 13 Mei 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable & Reconciliation
39	Sabtu, 11 Mei 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit & Account Receivable
40	Jumat, 10 Mei 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable
41	Rabu, 8 Mei 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable ,Making Guest Bill

No	Hari/Tanggal	Pembimbing	Mahasiswa	Kegiatan
24	Kamis, 30 Mei 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable.
25	Rabu, 29 Mei 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable, Grouping Purchase Order
26	Selasa, 28 Mei 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable, Reconciliation
27	Senin, 27 Mei 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable, Reconciliation, Recap Cash Flow
28	Sabtu, 25 Mei 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable & Reconciliation
29	Jumat, 24 Mei 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable & Reconciliation
30	Rabu, 22 Mei 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable & Reconciliation
31	Selasa, 21 Mei 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable ,Reconciliation, Recap Cash Flow
32	Senin, 20 Mei 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia	Income Audit, Account Receivable , Scanning

Screenshot 1

15	Selasa, 11 Juni 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit & Account Receivable	
16	Senin, 10 Juni 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable ,Reconciliation	
17	Sabtu, 8 Juni 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable, Reconciliation	
18	Jumat, 7 Juni 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable,Recap Cash Flow	
19	Kamis, 6 Juni 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable, Reconciliation, Account Payable	
20	Rabu, 5 Juni 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable, Reconciliation, Account Payable	
21	Selasa, 4 Juni 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable, Reconciliation.	
22	Senin, 3 Juni 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable, Reconciliation	
23	Jumat, 31 Mei 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable, Reconciliation, Recap Cash Flow	

Screenshot 2

6	Sabtu, 22 Juni 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable	
7	Jumat, 21 Juni 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable & Reconciliation	
8	Kamis, 20 Juni 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable & Reconciliation	
9	Rabu, 19 Juni 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable & Reconciliation	
10	Selasa, 18 Juni 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable & Reconciliation	
11	Sabtu, 15 Juni 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable & Reconciliation	
12	Jumat, 14 Juni 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable & Reconciliation	
13	Kamis, 13 Juni 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable ,Reconciliation	
14	Rabu, 12 Juni 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia	Income Audit, Account Receivable ,Reconciliation	

Periode Akademik	2023 Genap	**Unit**	D3 Bahasa Inggris
Jenis Kegiatan	Kerja Praktek/PKL	**Instansi**	Prime Park Hotel
Nama Kegiatan	On the Job Training	**Kelompok**	

No.	Tgl. Kegiatan	Pembimbing	Penulis	Topik	Aksi
1	Sabtu, 29 Juni 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable & Reconciliation	
2	Jumat, 28 Juni 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable ,Reconciliation, Recap Cash Flow	
3	Rabu, 26 Juni 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable & Reconciliation	
4	Selasa, 25 Juni 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable & Reconciliation	
5	Senin, 24 Juni 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable & Reconciliation	
6	Sabtu, 22 Juni 2024	198402122014041001 – RIONALDI, S.Pd, M.Pd, CICS	5203211153 – Yohanna Elisia Purba	Income Audit, Account Receivable	

Data Kegiatan
Peserta
Pembimbing
Rincian Kegiatan

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