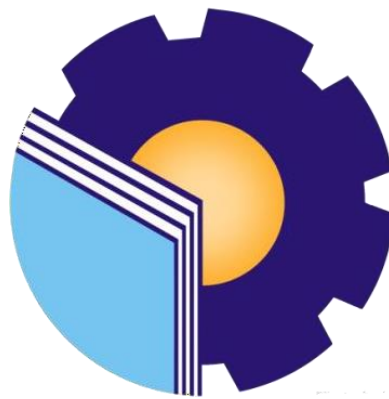


**APPRENTICESHIP REPORT**  
**PT. KUALA LUMPUR KEPONG BERHAD (KLK)**  
**FINANCE DEPARTMENT**

**PARIDA**  
**5404211367**



**APPLIED BACHELOR DEGREE OF INTERNATIONAL**  
**BUSINESS ADMINISTRATION STUDY PROGRAM**  
**BUSINESS ADMINISTRATION DEPARTMENT**  
**STATE POLYTECHNIC OF BENGKALIS**  
**BENGKALIS – RIAU**  
**2025**



# APPRENTICESHIP REPORT

PT. KLIK DUMAI

Written as one of the requirements to completing Apprenticeship

PARIDA

5404211367

Dumai, 31 Mei 2025

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Dumai 31 Mei, 2025

Author  
  
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54043211367



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# **CHAPTER I**

## **INTRODUCTION**

### **1.1. Background of the Apprenticeship**

In this era of globalization, every individual is required to be able to improve their quality and competence in order to become an individual who is ready to compete in various sectors, especially in the industrial sector. To meet these demands and achieve complete educational goals in higher education, it is considered insufficient if students only rely on theoretical knowledge obtained from higher education. Therefore, knowledge is needed to apply the knowledge that has been obtained so that students can practice the aspects needed to enter the industrial world that author will be involved in later. In line with that, the university requires its students to take the Apprenticeship course which is held in the even semester.

Apprenticeship is an extracurricular activity that is part of the National and Community Life (MBB) course for all majors at Bengkalis State Polytechnic. In general, the implementation of Apprenticeships intended to improve students' abilities and skills in the field of technology and direct skills in various activities in industry and offices. After carrying out certain Apprenticeships, students are expected to gain industrial experience including planning, processing and implementation in a work unit. The achievement of the above Apprenticeship objectives ultimately refers to the formation of professional students who have extensive skills and knowledge in the field of International Business Administration. With these abilities, it is hoped that graduates of the Applied Bachelor of International Business Administration of Bengkalis State Polytechnic can apply their skills and knowledge.

Bengkalis State Polytechnic also strives to improve the skills of its students by holding training in companies, so that it can realize the Polytechnic's mission to produce a ready-to-use workforce and implement a link and match between the industrial world and the world of education. Based on the above, the author as a student of the International Business Administration Study Program is required to



carry out an Apprenticeship for four 1 months. The author chose PT KLK Dumai as a place to carry out Apprenticeship activities because this company is one of the multinational companies engaged in the processing of palm oil and its derivative products, and has a work system that is professional, structured, and relevant to today's industrial world. PT KLK is also known to have good operational standards and financial administration management, making it the right place to apply business administration knowledge directly.

During the Apprenticeship period, the author was placed in the Finance Department, which is an important part in carrying out the company's operational activities. In this division, the author carried out various administrative tasks such as recording financial transactions, inputting daily fund transaction reports, managing invoices from suppliers, verifying documents, checking petty cash, and filing paid-off documents. The experience in this division provides a real understanding of the company's financial system and the importance of accuracy and responsibility in managing financial administration.

The main objective of the Apprenticeship at PT KLK Dumai is to develop technical knowledge and skills relevant to the field of study, especially in chemical and palm oil diversity product and manufacturing industry. During the Apprenticeship, I had the opportunity to directly understand the company's operational processes, from the production stage to product distribution, as well as learn more about the management of natural resources and processing of palm oil products. In addition, this Apprenticeship also provides an opportunity to deepen your understanding of the company's business processes, including the implementation of operational policies and procedures, as well as the mechanisms and strategies implemented to achieve company goals. Apart from developing technical skills, Apprenticeships at PT. KLK Dumai also aim to improve communication, team collaboration, and managerial skills. Through interactions with various divisions in the company, I can hone my interpersonal communication skills and learn how to work in a team to achieve common goals. Apart from that, I also want to gain a deeper understanding of corporate social and environmental



responsibility, especially in terms of the sustainability policies implemented at PT. KLK Dumai.

This Apprenticeship experience will also be an important provision to prepare my professional career, expand my network, and increase my competitiveness in the world of work. Students of the Business Administration Study Program hope that the Apprenticeship activities can provide a major contribution to the development of science, mastery of student skills, and be able to form professional and efficient academic human resources, in accordance with the vision and mission that the Bengkalis State Polytechnic wants to achieve. With the Apprenticeship method, it can function to support skilled students to work in the business world in accordance with the International Business Administration Study Program. Apprenticeship has been carried out in the section, namely PT. KLK in the Division (Finance Department) which has been carried out for 4 (four) months starting from February 1 to May 31, 2025. Objectives of Apprenticeship.

## **1.2 Purpose of the Apprenticeship**

Apprenticeship is one of the activities of Bengkalis State Polytechnic students to complete their studies. In general, the implementation of Apprenticeship aims to see the relationship between Hard Skills obtained during lectures with what is implemented at PT. KLK Dumai. To achieve the expected results, it is necessary to know the objectives of holding this Apprenticeship, namely:

1. To learn about the job description at PT. KLK Dumai in the Finance Department
2. To learn about the systems and procedures expected in carrying out work at PT. KLK Dumai, specifically in the Finance Department
3. To find out the Apprenticeship location used in carrying out work at PT. KLK Dumai.
4. To find out the types and descriptions of activities used in carrying out work during the Apprenticeship (KP) at PT. KLK Dumai.



### **1.3. Significance of Apprenticeship**

#### **1. For Students**

- a. Students have the opportunity to apply theoretical knowledge and concepts obtained during lectures into practice in the real world of work.
- b. Students can develop work relationships and add experience to their resumes.

#### **2. For the Company**

Students can expand their professional network and gain experience that can be included in their resume. There is cooperation between educational institutions and industries/companies, so that it is recognized by academics and companies as an alternative for prospective employees who have good quality, dedication, and credibility.

#### **3. For Polytechnic Negeri Bengkalis**

- a. The Bengkalis State Polytechnic receives feedback from related companies for curriculum development and learning processes for students undergoing Apprenticeships, which can improve the quality of graduates through this experience.
- b. Establish a good relationship between the campus and the company where students carry out the Apprenticeship program.



## **CHAPTER II**

### **GENERAL DESCRIPTION OF THE COMPANY**

#### **2.1. Company History**

##### **2.1.1. History of PT KLK Dumai**



**Tables 2.1 PT KLK Dumai**  
*Source: klkoleo.com*

PT KLK Dumai is a company that was officially established on June 20, 2011 as part of the foreign investment program, in accordance with the provisions of Law No. 1 of 1967 and Law No. 11 of 1970 governing foreign investment. The company's establishment permit was obtained from the Government of the Republic of Indonesia, which was issued through a letter from the Minister of State for Investment Funds. The company was born from a strategic collaboration between the Indonesian side and Kuala Lumpur Kepong (KLK Group).

KLK Oleo is one of the world's leading oleochemical producers committed to delivering excellence in the global market. With integrated oleochemical production facilities spread across strategic locations such as Malaysia, Indonesia, China and Europe, KLK Oleo produces a wide range of high quality sustainable oleochemical products derived from natural and renewable raw materials. As part of the oleochemical manufacturing division of Kuala Lumpur Kepong Berhad



(KLK) an international plantation company listed on Bursa Malaysia KLK OLEO excels in upstream to downstream integration. This synergy enables the provision of sustainable solutions as well as ensuring supply availability for customers. At KLK OLEO, sustainability is at the core of business operations. Every step taken impact the environment and society as a whole. Together with partners and customers, more environmentally friendly solutions and products are created.

The product range includes basic oleochemicals such as fatty acids, glycerine, fatty alcohols and fatty esters, to specialty products such as methyl ester sulfonates (MES), surfactants and phytonutrients. These products are used in a wide range of industries, including household and personal care, cosmetics, food and nutrition, pharmaceuticals, lubricants, polymers, and industrial chemicals. Innovation is a key pillar with a strong focus on research and development. Strategy is geared towards the creation of new downstream businesses to optimize the integrated value chain. Through a combination of research and market understanding, innovative and sustainable products with high standards in terms of quality, performance and reliability of supply are produced.

The investment relationship between Indonesia and the UK has been going on for more than 30 years. Investment from the UK began to enter the North Sumatra region in 1970, mainly in the rubber and cocoa plantation sectors, located in Langkat Regency OLEO is one of the business units of Kuala Lumpur Kepong Berhad (KLK), a leading international plantation group listed on the Main Market of Bursa Malaysia Securities Berhad.

KLK OLEO is efficiently integrated with its parent company which focuses on the upstream plantation sector, thus creating synergy and promoting the development of sustainable solutions and stable and reliable product supply for customers. The plant is designed to grow with the group to higher levels of development and achievement, with a production capacity of up to 165,000 metric tons per annum. The fatty acid products produced will be supplied to KLK's various production facilities, both in Malaysia and in other countries.

In line with the increasing market demand, PT KLK Dumai built a production facility for palm oil refinery and oleochemical processing, located at



Jalan Datuk Laksamana, Pelindo 1 area, Dumai, Riau Province. The first project work started in March 2012. To face the competition in the palm oil industry, especially the competition among the Stoc Apprenticeship Ile tank companies in Riau, PT KLK Dumai adopted international standard management systems, namely ISO 9001 and HACCP.

KLK OLEO's products range from basic oleochemical products such as fatty acids, glycerine, fatty alcohols and fatty esters, to specialized derivatives such as Methyl Ester Sulphonate (MES), surfactants and phytonutrients. These products are applied in various industries, including personal and household care, cosmetics and toiletries, food industry, Flavors and fragrances, lubricants, polymers, and other industrial chemicals. With headquarters in Malaysia and a workforce of over 3,000 globally, KLK OLEO strives to build and maintain strong and long-term relationships with its customers and stakeholders.

#### 2.1.2. Company logo

The company logo of PT KLK Dumai can be seen in the following picture:



**Tables 2.2 Company Logo**

*Source: klkokeo.com*

## **2.2 Vision and Mission of PT KLK Dumai**

### **2.2.1. Vision of PT KLK Dumai**

PT KLK Dumai has a vision of becoming a trusted global partner in providing oleochemical-based products and solutions, with the aim of making a sustainable contribution that enriches the quality of life every day.



#### 2.2.2. Mission of PT KLK Dumai

In an effort to become a global force in the industrial and oleochemical sector and to continue to encourage the creation of a more advanced industry, PT KLK Dumai sets a number of key missions as follows:

1. Commitment to Sustainability

Strive to create a positive impact on the environment and society through a responsible approach in every process.

2. Focus on Quality

Provide competitive and consistent high quality products and solutions, with the goal of not only meeting, but also exceeding customer expectations.

3. Operational Excellence

Enhance company value through dedication to the highest operational standards underpinned by a culture of innovation and continuous improvement.

4. Human Resource Development

Building an inclusive and dynamic work team that values and empowers individuals from diverse backgrounds, with recognition for their contributions.

5. Business Integrity and Ethics

Upholding the ethical principles inherited by the founders, with a commitment to conduct business responsibly, honestly and with high integrity.

### 2.3 Kind of Business

PT KLK Dumai is a subsidiary of Kuala Lumpur Kepong Berhad (KLK Group), a multinational company based in Malaysia. The company is engaged in the oleochemical industry, specializing in the production of fatty acids and crude glycerine derived from palm oil and palm kernel oil.

The oleochemical industry is a strategic sector in the palm oil value chain as it processes Crude Palm Oil (CPO) and its derivatives into high-value chemical products. These products are widely used in various fields, including:



1. Personal care and cosmetic products
2. Food and beverage additives
3. Household and industrial cleaners
4. Medicines and health products

PT KLK Dumai utilizes several palm oil-based raw materials in its production process, including:

1. Crude Palm Kernel Oil (CPKO)
2. Refined Bleached Deodorized Palm Stearin (RBDPS)
3. Crude Palm Kernel Olein (CPKOL)
4. Palm Kernel Fatty Acid Distillate (PKFAD)

From these materials, the company produces various types of split fatty acids, namely:

1. SPKFA (Split Palm Kernel Fatty Acid) – from CPKO
2. SPSFA (Split Palm Stearin Fatty Acid) – from RBDPS
3. SPKOFA (Split Palm Kernel Olein Fatty Acid) – from CPKOL
4. SPKFAD (Split Palm Kernel Fatty Acid Distillate) – from PKFAD

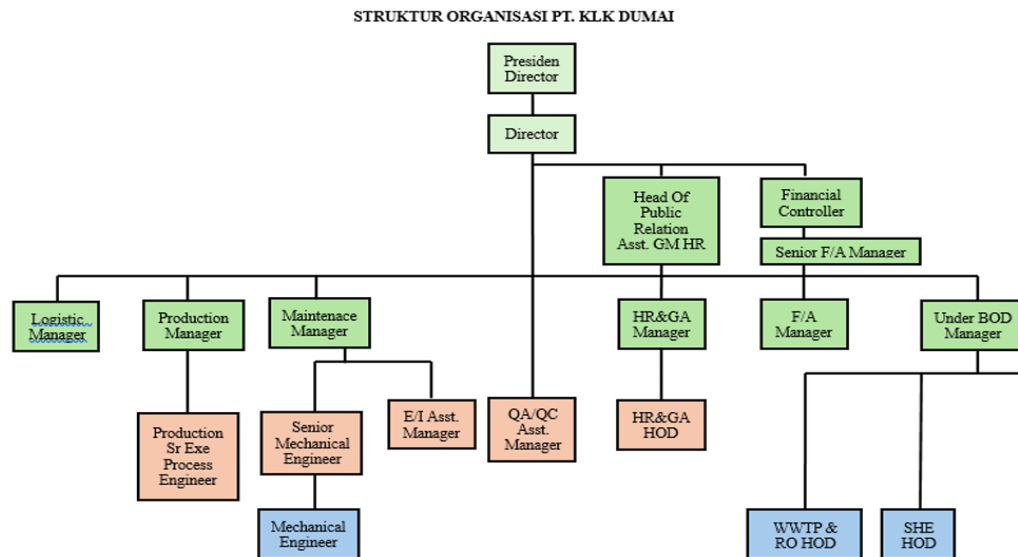
All products are processed using modern technology and high-quality standards to meet the needs of both domestic and international markets. PT KLK Dumai also plays an important role in the global supply chain of KLK OLEO, serving consumers from various countries.

The operational activities of PT KLK Dumai support the national palm oil industry down streaming policy and make a real contribution to increasing the added value of commodities, reducing raw material exports, and strengthening the competitiveness of the Indonesian oleochemical industry in the global market.

## **2.4 Organizational Structure**

An organizational structure is a chart that describes systematically the assignment, duties, functions, authority, and responsibilities of each with predetermined objectives. Aims to foster work harmony so that work can be done regularly and well to achieve the desired goals maximally. The following is an image of the organizational structure at PT KLK Dumai:





**Tables 2.3 Organizational Structure of PT KLK**

*Source: Processed data 2025*

1. The Finance Department is a working section at PT KLK Dumai that is tasked with planning, budgeting, paying, checking, managing and storing funds owned by the company. The finance department also oversees the warehouse section.
2. The HRD Department is the work section at PT KLK Dumai which is in charge of managing human resources in the company, and becoming public relations for the company. HRD includes the security section.
3. The Production Department is the work section at PT. KLK Dumai which is in charge of carrying out the process of processing raw materials into finished materials.
4. Department Logistics is a working part of PT. KLK Dumai which functions to plan, implement, control effectively and efficiently the process of procurement, management, storage, service and information starting from the beginning of the process of receiving raw materials to finished materials.
5. Department Utility is a working part at PT. KLK Dumai which has an important role that is vital for the running of the production process in order



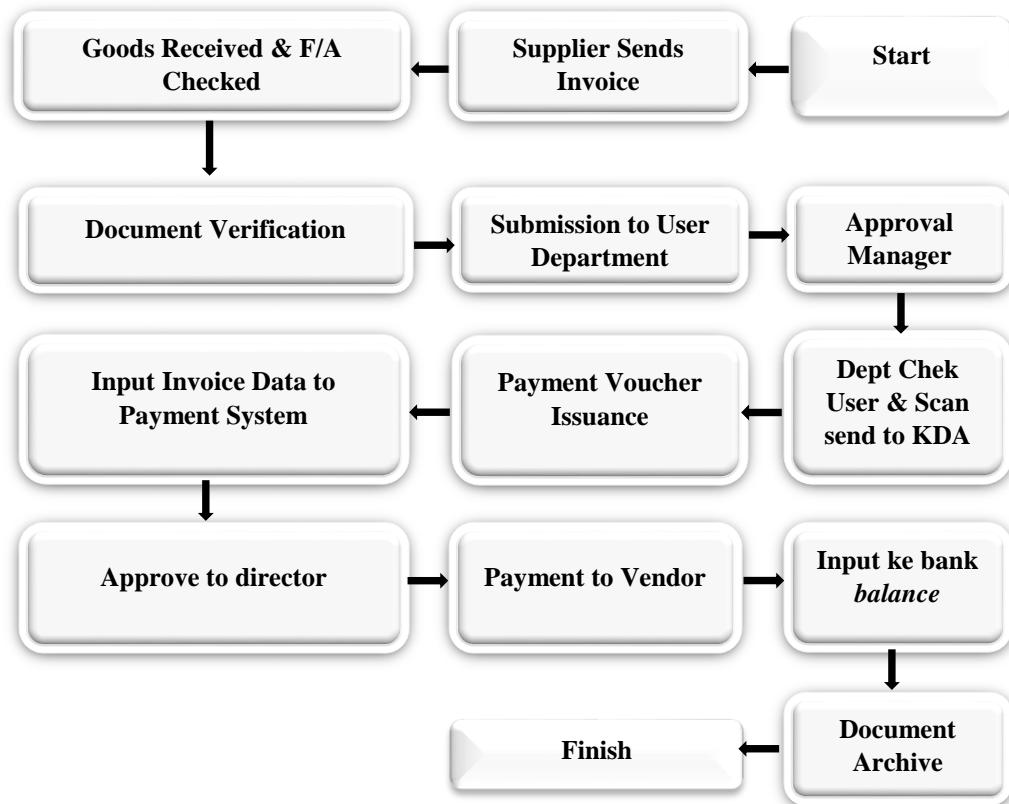
to support / fulfil so that a production process can run smoothly with predetermined standards. Utility includes boiler, turbine, maintenance, WWTP, and electric.

6. Department Safety is a work section at PT KLK Dumai that is responsible for the health and safety of the workforce in the company.
7. QA/QC is a working section at PT KLK Dumai in charge of supervising and controlling the quality of products produced from the processing process.
8. Wastewater Treatment Plant (WWTP) functions as a part that functions to manage liquid waste from production so that it can become water that meets consumption standards, which does not endanger the environment.
9. Maintenance functions as a part that is responsible for the repair and maintenance of company components, both production and other parts of the Department.
10. Electrical Department functions as the part responsible for maintenance, repair, and providing electricity needs for the company.
11. Reverse Osmosis (RO) functions as a seawater treatment into water that can be used by oleochemical or refinery plants, Machenzie boilers and clean water facilities for office needs.

## **2.5 The Working Process**

The process of managing invoices to payments to suppliers at PT KLK Dumai is carried out in a structured manner and according to procedures, the following diagram:





**Figure 2.4 Working Process**

*Source: Processed data 2025*

Figure 2.13. Shows the flow of incoming invoice documents until payment to vendors:

1. **Supplier Sends Invoice**

The initial stage begins when the supplier sends an invoice to PT KLIK Dumai. An invoice is an official billing document that contains information about the goods or services that have been delivered, including the name and address of the supplier, invoice number, Purchase Order (PO) number, details of the goods or services, quantity, unit price, total to be paid, and payment due date. This invoice is the initial basis in the process of



submitting payments to suppliers and is a mandatory document that must be verified before company funds are released.

2. Goods Received and Inspected by F/A

After the invoice is received, the physical goods sent by the supplier will be received by the warehouse and inspected together with the user. The inspection is carried out to check the conformity between the goods that arrive with the Purchase Order documents, road letters, and invoices sent. The inspection includes the number of items, specifications, and the physical condition of the goods whether author match or there is damage. The Finance & Accounting (F/A) department will also record that the goods have been received as a basis for recognizing the company's obligations.

3. Document Verification

After the goods are inspected and received, the finance department will verify all related documents. The verified documents include Purchase Order, invoice from the supplier, road letter, and Goods Receipt (GR). If the transaction is subject to Value Added Tax (VAT), the tax invoice will also be included. Verification aims to ensure that all documents are interrelated and that there is no misinformation, such as differences in quantity, value, or type of goods. This process is important to ensure the validity and completeness of the documents before proceeding to the next stage.

4. Submission to the User Department

After the documents are verified by the finance department, the files are sent back to the user department (the department that ordered or received the goods/services) for a final check. The aim is for the user to agree that the goods or services have been received in accordance with the request and there are no complaints or shortcomings. This submission is accompanied by a signature or confirmation of receipt form from the user as a form of internal accountability and the basis that the transaction can be processed to the payment stage.



5.     Approval by Senior F/A Manager and Finance Controller  
If the verification by the F/A Manager is complete and declared appropriate, the documents will be forwarded to the Senior F/A Manager and Finance Controller for final approval. This approval process is carried out as a form of control so that all payments are valid, valid, and in accordance with company policy.
6.     Department Check to User, Scan Document, and Send to KDA Malaysia  
Once the document has passed the verification process and has received internal approval, it will be returned to the requesting department or user for a final check. This check ensures that the party making the request for goods or services has indeed received and approved the procurement. Furthermore, all signed documents are scanned and sent electronically to the head office at KDA Malaysia for further approval. This is part of the cross-entity control and authorization system within the company structure.
7.     Input Invoice Data into Payment System  
After the document has been approved by KDA Malaysia, Finance will input the invoice data into the company's payment system. The information entered includes the invoice number, supplier name, amount to be paid, related PO number, and due date. This input serves as the basis for scheduling and executing payments to suppliers in a timely manner and as a digitally documented internal control.
8.     Payment Voucher Issuance  
After the input process is complete, the system will generate a Payment Voucher. This document serves as administrative evidence that the invoice has gone through the verification process and is ready to be paid. The Payment Voucher includes payment details such as the amount, vendor name, referee, and other details.
9.     Approval to Director  
Payment Vouchers that have been issued are then submitted to the Director for final approval. This step is the highest authorization before company funds are released. The Director will review the documents and ensure that



all administrative processes and financial policies have been properly executed.

10. Payment to Vendors

After receiving approval from the Director, the finance department will make payments to vendors according to predetermined methods, usually by bank transfer. Proof of payment is printed as a supplementary document.

11. Input to Bank Balance

After the payment is completed, the transaction is recorded into the company's bank balance system. This recording aims to ensure that cash outflows are accurately reflected in the financial statements and cash management.

12. Document Archive

All documents that have been processed, whether in physical or digital form, will be archived by the finance department. This archive includes POs, invoices, travel orders, payment vouchers, proof of payment, and approval documents. Archiving is done as a form of official documentation and also for internal and external audit purposes.

## **2.6 Documents Used for Activity**

In the implementing of apprenticeship program at PT. KLIK Dumai several documents using as follows:

1. Purchase Order

According to Berata (2014 in Nur Ahmadi Bi Rahmani 2025), Purchase Order is proof of order or order letter that must be made by the buyer before receiving goods from the seller. This letter can be sent by the buyer through an agreed contact with the seller. Purchase Order contains complete information about the goods ordered, such as quantity, price per unit, total price, delivery time, volume of goods, delivery destination, method of payment, terms of delivery, and additional notes if needed. Example From Po (Purchase Order)







### 3. Tax invoice

Tax invoice is a document made by a Taxable Entrepreneur (PAPPRENTICESHIP) when selling goods or services subject to Value Added Tax (VAT), containing information such as the identity of the seller and buyer, details of goods or services, amount, price, and the amount of VAT collected; its function is as proof of VAT collection that can be used for tax reporting and crediting. Example of Tax invoice:

Faktur Pajak			
Nama: MULTI MEDIA LABORATORY Alamat: J. PRABU V BARAT KOMP MMTG WARE HOUSE A NO.8, KAB. DELI SERDANG 8007842011250000000000			
Kode dan Nomor Seri Faktur Pajak: 04002500140940859			
Pembeli Kena Pajak			
Nama: [REDACTED] Alamat: [REDACTED]			
Pembeli Barang Kena Pajak/Penerima Jasa Kena Pajak:			
Nama: KLR DUMAI Alamat: KAMPUSAN PELINDO I DUMAI JL DATUK LAKSAMANA, RT 600, RW 600, DUMAI KOTA, DUMAI KOTA, KOTA DUMAI, Riau 28111 #0031455539213000000000 NRPWP: 0031455539213000 NIK: - Nomor Paspor: - Identitas Lain: - Email: kldumai.tan@gmail.com			
No.	Kode Barang/ Jasa	Nama Barang Kena Pajak / Jasa Kena Pajak	Harga Jual / Penggantian / Uang Muka / Termin (Rp)
1	000000	HYDRANAL METHANOL RAPID ULTR 37817 Rp 1.278.000,00 x 5,00 Unit Potongan Harga = Rp 0,00 PPHBM (0,00%) = Rp 0,00	6.390.000,00
Harga Jual / Penggantian / Uang Muka / Termin			6.390.000,00
Dikurangi Potongan Harga			0,00
Dikurangi Uang Muka yang telah diterima			
Dasar Pengenaan Pajak			6.390.000,00
Jumlah PPN (Pajak Pertambahan Nilai)			702.800,00
Jumlah PPhBM (Pajak Penghasilan atas Barang Mewah)			0,00
Sesuai dengan ketentuan yang berlaku, Direktorat Jenderal Pajak mengakui bahwa Faktur Pajak ini telah dipadatkan sesuai dengan ketentuan yang berlaku, Direktorat Jenderal Pajak mengakui bahwa Faktur Pajak ini telah dipadatkan			
 04002500140940859		KAB. DELI SERDANG, 08 Mei 2025  JULIANI LUBIS	

**Figure 2.7 Tax Invoice**  
 Source: Processed data 2025

### 4. Receipt

A receipt is a document of receipt of money made and signed by the recipient of the money, then given to the paying party; contains information such as the amount of money received, the purpose of the payment, the date, and the recipient's name and signature, and functions as legal evidence that a payment has been made. Example Receipt:







records the quantity, type, and condition of the goods received, and its function is to ensure that the goods that arrive are in accordance with the order and become the basis for recording in the inventory system and the payment process to the supplier. Example From Good Receipt:

PT. KLK Dumai  
KDA Komplek Pelindo 1, Dumai Jln.  
Datuk Laksmiana, Kel. Buluh Kasap  
28914

**KLK OLEO**

**Goods Receipt Slip**

Vendor Name	Document No	GR Date
Requisition No	5901234791	21.05.2025
Purchase order No	Plant	Storage Location
Delivery No	KLK Dumai	

NO	QUANTITY AND DESCRIPTION OF GOODS	QUANTITY	UOM
1	Material Number Material Description Batch Jenis Dokumen Pabean Nomor Dokumen Pabean Nomor AJU	5	BT

Requester: Neryaty J. GANDIC  
Store/Logistics Admin: Ng Woon Hong GANDIC  
Department Head: Ng Woon Hong GANDIC

**Figure 2.10 From GR**  
*Source: Processed data 2025*

## 7. Payment voucher

The Payment Voucher form is used as the basis for paying supplier bills, containing information such as supplier name, invoice number, payment amount, PO number, due date, and destination account. This document is issued by the finance department after the verification and approval process is complete, and signed by the relevant parties as proof of payment authorization. An example can be seen in the image below:

PT. KLK Dumai  
KDA Komplek Pelindo 1, Dumai Jln.  
Datuk Laksmiana, Kel. Buluh Kasap  
28914

**KLK OLEO**

**PAYMENT VOUCHER**

PAY TO: [Redacted]

VOUCHER NO: [Redacted]  
DATE: [Redacted]  
CHECKER NO: [Redacted]  
SAP NO: [Redacted]

DATE	INVOICE NO	DESCRIPTION	AMOUNT	CURRENCY
20 April 2025	59	KLK Dumai	100.00	USD

**KLK OLEO**  
07 MAY 2025

Requester: [Redacted]  
Store/Logistics Admin: [Redacted]  
Department Head: [Redacted]

**Figure 2.11 From Payment Voucher**  
*Source: Processed data 2025*



The transfer slip is a supplementary document attached to the Payment Voucher as confirmation that the payment to the supplier has been successfully made. It shows transaction details such as the transfer reference number, transaction date, bank name, recipient name, and amount paid. This document becomes an important part of the financial recording process and audit archive. The documents produced in this activity can be seen in the picture below.

**Figure 2.12 From Evidence Transfer**  
Source: Processed data 2025



## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job description**

Job Description Apprenticeship at PT. KKK Dumai, starting on February 01 to May 31 at PT. KKK Dumai. The work carried out for 16 weeks in the Finance section of PT. KKK Dumai is as follows:

1. Record every invoice received from suppliers.  
Recording all invoices that enter the company as a form of documentation and preparation for the verification process and payment to suppliers.
2. Ensuring that the goods listed in the invoice have been received by the warehouse (store), with verification in the form of a Good Receipt (GR) slip submitted to the Finance Department.
3. Provide and ensure the completeness of the stamp on the invoice document, namely the time stamp received, the department check stamp (sign dept check), and the tax list stamp (list tax).
4. Compile a list of invoices that are still outstanding.  
Compile a list of unpaid bills as a control tool so that the finance department knows which ones are still in process and have not been followed up.
5. Confirming to the warehouse if there are invoices that have not been accompanied by a Good Receipt (GR) slip.  
Contact the warehouse to confirm whether the goods on the invoice have been received, if the GR document is not yet available.
6. Scanning or photocopying documents such as miscellaneous cash payment checks, documents that have received dept check signatures, and other documents.
7. File invoice documents that have been paid in full into a document filing folder or Bambi.



Archiving invoice documents that have been paid in full Arrange and store paid invoice documents in an archive folder or archiving system called Bambi, so that author can be easily searched during audits or checks.

## **3.2 System and Procedure**

### **3.2.1 System**

The system is a series of procedures that are interrelated and together form a function that aims to achieve company goals. The system used by PT KLK Dumai in its operational activities is an online system process and an offline or manual system process. In manual or offline systems using several documents and several internal applications that support each job. For online system-based work, everyone has their own SAP ID and Global net user to access work online. This is done to prevent and minimize the leakage of Company data.

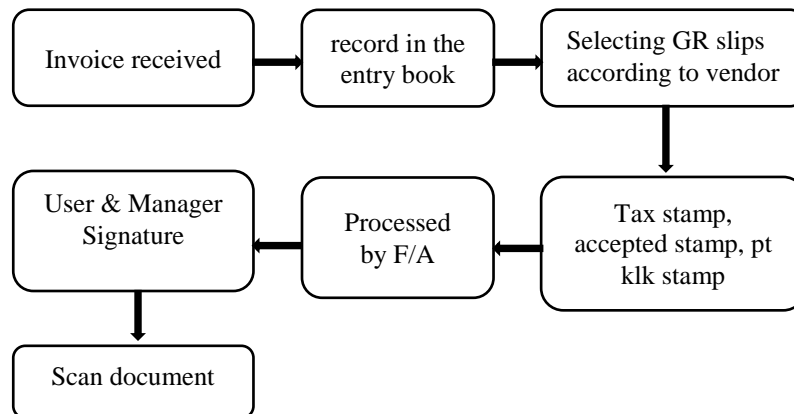
### **3.2.2 Procedures**

Procedures are a series of steps or stages of work that have been determined and must be followed systematically to complete a particular task or activity. At PT KLK Dumai, every operational activity, especially those related to finance and payments, has clear and structured procedures to ensure efficiency, accuracy, and good internal control.

One of the important procedures at PT KLK Dumai is the procedure for managing invoices and supplier payments. The invoice management process is a series of administrative and financial activities carried out by the company to verify, record and complete payments for bills submitted by suppliers / vendors.

## **1. Incoming Invoice Document**





**Figure 3.1 The Process Invoice Received**

*Source: Processed data 2025*

The following is an explanation of the invoice received process:

1) Invoice received

The first stage is the receipt of an invoice from the supplier by the company. This indicates that the supplier has submitted a bill for the goods/services that have been provided.

2) Record in the entry book

Once the invoice is received, the next step is to record the invoice in the entry book. This is for initial documentation and filing purposes.

3) Selecting GR slips according to vendor

Then, Good Receipt (GR) slips are selected or chosen according to the vendor concerned. GR is proof that the goods have been received by the company.

4) Tax stamp, accepted stamp, PT KLK stamp

After the GR is matched, the invoice is stamped as proof of validity: tax stamp, accepted stamp, and official stamp from PT KLK.

5) Processed by F/A (Finance & Accounting)

The stamped invoice is then processed by the Finance and Accounting department for verification and payment approval.

6) User & Manager Signature

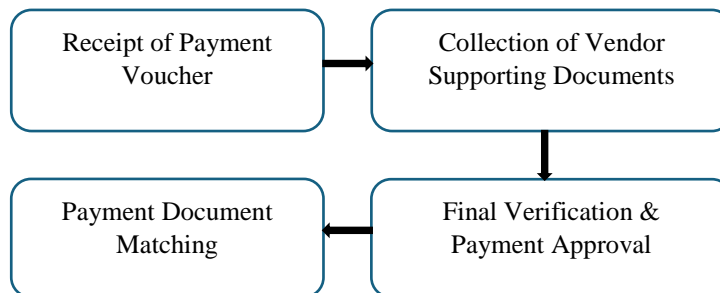
After processing, the invoice must be signed by the relevant user and manager for authorization.



7) Scan document

Finally, the signed and processed document will be scanned for digital archiving.

**2. Payment verification process**



**Figure 3.2 The Process Payment Verification**  
*Source: Processed data 2025*

The following is an explanation of the invoice received process:

1. Receipt of Payment Vouchers

The initial stage of the payment verification process begins with the receipt of payment vouchers submitted by the relevant departments.

2. Collection of Vendor Supporting Documents

Once the vouchers have been received, supporting documents from vendors such as invoices, purchase orders (PO), and goods receipt (GR) notes are collected for verification.

3. Final Verification & Payment Approval

The collected documents are then verified to ensure completeness and accuracy. If everything is in order, the payment approval process is carried out.

4. Payment Document Matching

Once approved, the payment documents are matched with the supporting documents as a final step before the payment is executed.

**3.3 Place of Apprenticeship**



The Apprenticeships carried out when the student takes the VIII semester, while the Apprenticeship activity lasts for 4 (four) months, starting from February 01, 2025 to May 31, 2025, located at Dept. Finance Dept. of PT KLK Dumai Jalan Datuk Laksamana, Pelindo 1 Area, Dumai, Riau, Indonesia. During the Apprenticeship, the author was placed in the Finance Department of PT. KLK Dumai. The company's provisions regarding the schedule or time of implementation of Apprenticeship work are as follows:

**Table 3.1 Place of Apprenticeship**

No	Day	Working Hours	Rest
1.	Monday to Friday	08.0 – 16:30 WIB	12.00-13.30 WIB
2.	Saturday	08.00 –13.00 WIB	-
3.	Sunday	Holiday	Holiday

*Source: Process Data, 2025*

### 3.4 Kind and Description of the Activity

During the Apprenticeship at the Finance Department of PT KLK Dumai, various activities have been carried out within a period of 4 (four) months, namely from February 1 to May 31, 2025. Full details of the activities that have been carried out during this period are presented in the following table:

**Table 3.2 Daily activities of February 01<sup>th</sup>, to February 07<sup>th</sup>, 2025**

No	Date	Description of Activities	Place of Implementation
1.	Saturday/01 Feb 2025	1. SHE Induction PT. KLK Dumai Induction Department Apprenticeship placement 2. Learn how to scan files 3. Learn to organize newly received invoices 4. Learn to recognize and put stamp 3 and stamp 2 on invoice and fund submission documents 5. Learn how to archive documents	Finance Department
2.	Monday/03 Feb 2025	1. Learn to fill in incoming invoices 2. Selecting the Good Receipt (GR) Slip according to the Supplier 3. Stamp 3 on the completed invoice document 4. Learn to scan and photocopy invoice documents	Finance Department



3.	Tuesday /04 Feb 2025	<ol style="list-style-type: none"> <li>1. Fill in the incoming invoice</li> <li>2. Select Good Receipt (GR) Slip according to Supplier</li> <li>3. Stamp 3 on the completed invoice document</li> <li>4. Request Dept check to the Head of Department</li> <li>5. Scan Document</li> </ol>	Finance Department
4.	Wednesday/ 05 Feb 2025	<ol style="list-style-type: none"> <li>1. Document scan</li> <li>2. Stamp the incoming invoice</li> <li>3. Request Dept check</li> </ol>	Finance Department
5.	Thursday/06 Feb 2025	<ol style="list-style-type: none"> <li>1. Stamp the payment voucher with a paid-off stamp.</li> <li>2. Inserting the proof of settlement transaction sheet and payment voucher</li> <li>3. Scan the document</li> <li>4. Filing the file in the Bambi file</li> </ol>	Finance Department
6.	Friday/ 07 Feb 2025	<ol style="list-style-type: none"> <li>1. Recording incoming invoice</li> <li>2. Look for Good Receipt (GR)</li> </ol>	Finance Department
7.	Saturday/ 08 Feb 2025	<ol style="list-style-type: none"> <li>1. Unify payment voucher</li> <li>2. Stamp the completed document good receipt slip 3.</li> </ol>	Finance Department

Source: Processed Data 2025

The activity agenda report or what has been carried out during Apprenticeship in the finance department, in the second week of February 10 to February 14, 2025 can be seen in the table below:

**Table 3.3 Daily activities of February 10<sup>th</sup>, to February 15<sup>th</sup>, 2025**

No	Date	Description of Activities	Place of Implementation
1.	Monday/10 Feb 2025	<ol style="list-style-type: none"> <li>1. Complete the GR attachment from Supplier for settlement purposes.</li> <li>2. Receive the check book and scan the check and photocopy it, then attach it to the payment voucher.</li> </ol>	Finance Department
2.	Tuesday/11 Feb 2025	<ol style="list-style-type: none"> <li>1. Complete the attachment of GR (Good Receipt) from the Supplier on the pending invoice.</li> <li>2. Scan check book and payment order files as well as bank guarantee submission files</li> <li>3. Scan invoice file</li> <li>4. Receive the invoice and stamp the stamp</li> </ol>	Finance Department
3.	Wednesday/12 Feb 2025	<ol style="list-style-type: none"> <li>1. Deliver the file to PT KJA for Dept. check</li> <li>2. Confirm to the store for GR from suppliers who are still outstanding</li> <li>3. Complete and search for documents for audit purposes</li> </ol>	Finance Department
4.	Thursday/13 feb 2025	<ol style="list-style-type: none"> <li>1. Scan the invoice file</li> <li>2. Receive and sort out GR</li> <li>3. Receive and stamp the Invoice stamp</li> </ol>	Finance Department



5.	Friday/14 feb 2025	<ol style="list-style-type: none"> <li>1. Filing documents that have been repaid</li> <li>2. Correcting the scale ticket document</li> <li>3. Sorting and putting together GR per Supplier</li> </ol>	Finance Department
6.	Saturday/ 15 Feb 2025	<ol style="list-style-type: none"> <li>1. Separate good receipt slips according to vendors</li> <li>2. Combine good receipt slip with invoice outstanding</li> <li>3. Affix 3 stamp stamps on completed documents</li> </ol>	Finance Department

Source: Processed Data 2025

The activity agenda report or what has been carried out during Apprenticeship in the finance department, in the third week of February 17 to February 22, 2025 can be seen in the table below:

**Table 3.4 Daily activities of February 17<sup>th</sup>, to February 22<sup>th</sup>, 2025**

No	Date	Description of Activities	Place of Implementation
1.	Monday/17 feb 2025	<ol style="list-style-type: none"> <li>1. Sorting out newly received GR from the store</li> <li>2. Putting together GRs and invoices that are still pending.</li> <li>3. Sorting and completing incoming GR and invoices</li> <li>4. Scan invoice</li> </ol>	Finance Department
2.	Tuesday/18 feb 2025	<ol style="list-style-type: none"> <li>1. Complete invoices and payment vouchers</li> <li>2. Sorting GR according to invoice</li> <li>3. Stamp 3 and 2</li> <li>4. Dept Check</li> </ol>	Finance Department
3.	Wednesday/ 19 feb 2025	<ol style="list-style-type: none"> <li>1. Filing documents that have been repaid.</li> <li>2. Scan the invoice approve sheet</li> <li>3. Attach the Payment Voucher to the invoice document</li> </ol>	Finance Department
4.	Thursday/ 20 feb 2025	<ol style="list-style-type: none"> <li>1. Recording incoming invoices</li> <li>2. Stamp the invoice that has a complete good receipt slip.</li> <li>3. Input Outstandinginvoices</li> </ol>	Finance Department
5.	Friday/ 21 Feb 2025	<ol style="list-style-type: none"> <li>1. Receive and sort GR according to Supplier</li> <li>2. Stamp the repayment stamp on the document.</li> <li>3. Scan payment voucher document</li> </ol>	Finance Department
6.	Saturday/22 Feb 2025	<ol style="list-style-type: none"> <li>1. Document scan</li> <li>2. Sorting GR Supplier</li> <li>3. Putting together Supplier's GR with outstanding invoice</li> </ol>	Finance Department

Source: Processed Data 2025



The report on the agenda of activities or those that have been carried out during Apprenticeship in the finance department, in the Fourth week from February 24 to March 01, 2025 can be seen in the table below:

**Table 3.5 Daily activities of February 24<sup>th</sup>, to March 01<sup>th</sup>, 2025**

No	Date	Description of Activities	Place of Implementation
1.	Monday/ 24 Feb 2025	1. Document scan 2. Affix stamp 3 and stamp 2 to the document. 3. Sorting and collating GR	Finance Department
2.	Tuesday/ 25 Feb 2025	1. Scan the payment voucher document 2. Attached payment voucher to invoice document 3. Scan document 4. Request Dept check	Finance Department
3.	Wednesday/26 Feb 2025	1. Document scan 2. Putting together proof of transfer with completed documents 3. Make attachments of miscellaneous cash / other costs 4. Filing documents	Finance Department
4.	Thursday/27 Feb 2025	1. Recording incoming invoices 2. Stamp the invoice that has a complete good receipt slip. 3. Input outstanding invoices 4. Scan documents 5. Request Dept check	Finance Department
5.	Friday/28 feb 2025	1. Document scan 2. Stamp the incoming invoice 3. Request Dept check	Finance Department
6.	Saturday/ 1 Mar 2025	Izin	-

Source: Processed Data 2025

The activity agenda report or what has been carried out during Apprenticeship in the finance department, in the fifth week from March 03 to March 08, 2025 can be seen in the table below:

**Table 3.6 Daily activities of March 03, to March 08<sup>th</sup>, 2025**

No	Date	Description of Activities	Place of Implementation
1.	Monday/03 Mar 2025	1. Separate good receipt slips 2. Putting together the Outstanding invoice with the good receipt slip 3. Scan the document 4. Combine the transfer slip with the payment that has been paid	Finance Department
2.	Tuesday/ 04 Mar 2025	1. Document scan 2. Archiving documents	Finance Department



		<ol style="list-style-type: none"> <li>3. Separating and tidying GR</li> <li>4. Update outstanding invoices to the store department</li> </ol>	
3.	Wednesday/ 05 Mar 2025	<ol style="list-style-type: none"> <li>1. Separate good receipt slips</li> <li>2. Putting together the outstanding invoice with the good receipt slip</li> <li>3. Scan the document</li> <li>4. Combine transfer slip with payment that has been paid</li> <li>5. File the document</li> </ol>	Finance Department
4.	Thursday/ 06 Mar 2025	<ol style="list-style-type: none"> <li>1. Unify GR on Supplier invoice</li> <li>2. Stamp the document</li> <li>3. Make a list of outstanding invoices</li> <li>4. Confirm GR Supplier to the store</li> <li>5. Scan document</li> </ol>	Finance Department
5.	Friday/ 07 Mar 2025	<ol style="list-style-type: none"> <li>1. Document scan</li> <li>2. Combine proof of transfer with completed documents</li> <li>3. Stamp paid on documents that have been paid</li> </ol>	Finance Department
6.	Saturday/ 08 Mar 2025	<ol style="list-style-type: none"> <li>1. Document scan</li> <li>2. Matched GR with related invoice for further processing</li> <li>3. Tidying up the GR</li> </ol>	Finance Department

Source: Processed Data 2025

The activity agenda report or what has been carried out during Apprenticeship in the finance department, in the sixth week from March 10 to March 15, 2025 can be seen in the table below:

**Table 3.7 Daily activities of March 10<sup>th</sup>, to March 15<sup>th</sup>, 2025**

No	Date	Description of Activities	Place of Implementation
1.	Monday/10 Mar 2025	<ol style="list-style-type: none"> <li>1. Record incoming invoices</li> <li>2. Tidying up invoices and putting them together with GR</li> <li>3. Stamp the completed document with a stamp.</li> <li>4. Scan documents</li> <li>5. Confirm GR to the store</li> </ol>	Finance Department
2.	Tuesday/11 Mar 2025	<ol style="list-style-type: none"> <li>1. Attach the payment voucher to the document</li> <li>2. Request Dept check for documents</li> </ol>	Finance Department
3.	Wednesday/12 Mar 2025	<ol style="list-style-type: none"> <li>1. Document scan</li> <li>2. Attach GR to invoice</li> <li>3. Record incoming invoices</li> <li>4. Tidying up the GR</li> </ol>	Finance Department
4.	Thursday/13 Mar 2025	<ol style="list-style-type: none"> <li>1. Document scan</li> <li>2. Request dept check</li> <li>3. Completing GR on document</li> </ol>	Finance Department



		4. Affixing stamp and filling tax check list on document	
5.	Friday/14 Mar 2025	1. Archive documents that have been completed and inputted. 2. Request dept check for document Scan document	Finance Department
6.	Saturday/15 Mar 2025	1. Scan documents 2. Settle receipts	Finance Department

Source: Processed Data 2025

The activity agenda report or what has been carried out during Apprenticeship in the finance department, in the seventh week from March 17 to March 22, 2025 can be seen in the table below:

**Table 3.8 Daily activities of March 17<sup>th</sup>, to March 22<sup>th</sup>, 2025**

No	Date	Description of Activities	Place of Implementation
1.	Monday/17 Mar 2025	1. Document scan 2. KDA Trucking Monitoring seal input 3. Scan check 4. Write get pass 5. Update invoice outstanding list 6. Split GR	Finance Department
2.	Tuesday/18 Mar 2025	1. Stamp the document 2. Scan documents that have completed the dept check 3. Filing documents that are complete and have been paid. 4. Recording incoming invoices	Finance Department
3.	Wednesday/19 Mar 2025	1. Tidying up GR with documents that have been archived 2. Scan miscellaneous cash checks 3. Stamp payment vouchers, invoices and receipts.	Finance Department
4.	Thursday/20 Mar 2025	1. Separate GR according to Supplier 2. Record incoming invoices and complete the GR 3. Stamp the document 4. Scan receipts that have been settled 5. Scan documents that have been completed Dept check	Finance Department
5.	Friday/21 Mar 2025	1. Scan document 2. Affix stamp 3 and stamp 2 on the document receipt 3. Sorting and tidying up GR	Finance Department
6.	Saturday/ 22 Mar 2025	1. Scan documents 2. Putting GR together with invoice	Finance Department

Source: Processed Data 2025



The activity agenda report or what has been carried out during Apprenticeship in the finance department, in the eighth week from March 24 to March 29, 2025 can be seen in the table below:

**Table 3.9 Daily activities of March 24<sup>th</sup>, to March 29<sup>th</sup>, 2025**

No	Date	Description of Activities	Place of Implementation
1.	Monday/24 Mar 2025	1. Stamp the invoice 2. Scan another invoice 3. Confirm GR to store department 4. Complete Supplier documents with GR 5. Crosscheck claim form and SPPD	Finance Department
2.	Tuesday/25 Mar 2025	1. Record incoming invoices from suppliers 2. Put together the corresponding GR 3. Stamp the invoice	Finance Department
3.	Wednesday/26 Mar 2025	1. Scan document 2. Attach tax invoice 3. Input bank balance 4. Attach GR to invoice 5. Record incoming invoice 6. Tidying up GR	Finance Department
4.	Thursday/27 Mar 2025	1. Complete the invoice and payment voucher 2. Input payment voucher for Pelindo 3. Input the settlement file on the bank balance 4. Sorting GR according to invoice	Finance Department
5.	Friday/28 Mar 2025	1. Complete the attachment of GR (Good Receipt) from the Supplier on the pending invoice 2. Scan checkbook and payment order files as well as bank guarantee submission files 3. Receive invoices and affix seals	Finance Department
6.	Saturday/29 Mar 2025	Cuti Bersama	

*Source: Processed Data 2025*

The activity agenda report or what has been carried out during Apprenticeship in the finance department, in the ten from March 31 to Apr 05, 2025

**Tabel: 3.10 Daily activities of March 31<sup>th</sup>, to Apr 5<sup>th</sup>, 2025**

No	Date	Description of Activities	Place of Implementation
1.	Monday/ 31 Mar 2025	Libur Lebaran	-
2.	Tuesday/ 1 Apr 2025	Libur Lebaran	-



3.	Wednesday/ 2 Apr 2025	Libur Lebaran	-
4.	Thursday/3 Apr 2025	Libur Lebaran	-
5.	Friday/ 4 Apr 2025	Libur Lebaran	-
6.	Saturday/ 5 Apr 2025	Libur Lebaran	-

The activity agenda report or what has been carried out during Apprenticeship in the finance department, in the tenth week from April 7 to April 12, 2025 can be seen in the table below:

**Tabel: 3.11 Daily activities of Apr 07th, to Apr 12<sup>th</sup>, 2025**

No	Date	Description of Activities	Place of Implementation
1.	Monday/ 7 April 2025	1. Filing bank statements in the bank statement bureau. 2. Recording incoming invoices 3. Putting GR together with Supplier	Finance Department
2.	Tuesday/ 8 April 2025	1. Settle proof of travel 2. Confirm GR that has not been given to the store 3. Request Dept check 4. Scan document	Finance Department
3.	Wednesday/ 9 April 2025	1. Put GR together according to Supplier 2. Stamp the document and ask for Dept check 3. Scan document	Finance Department
4.	Thursday/ 10 April 2025	1. Put together the proof of transfer on the document that has been paid. 2. Stamp the payment on the document that has been paid 3. Filing documents into Bambi file	Finance Department
5.	Friday/ 11 April 2025	1. Stamped documents as part of verification process 2. Putting together the proof of transfer and affixing the payment stamp on the document that has been paid. 3. Filing the document	Finance Department
6.	Saturday/12 April 2025	1. Scan settle 2. Separate GR according to Supplier	Finance Department

*Source: Processed Data 2025*

The activity agenda report or what has been carried out during Apprenticeship in the finance department, in the eleventh week from April 14 to April 19, 2025 can be seen in the table below:



**Tabel: 3.12 Daily activities of Apr 14th, to Apr 19<sup>th</sup>, 2025**

No	Date	Description of Activities	Place of Implementation
1.	Monday/ 14 April 2025	Permission to go to campus	-
2.	Tuesday/ 15 April 2025	1. Combine the document with the payment voucher sheet. 2. Filing documents that have been paid	Finance Department
3.	Wednesday/16 April 2025	1. Scan document 2. Record incoming invoices 3. Put GR together according to Supplier	Finance Department
4.	Thursday/17 April 2025	1. Scan payment document along with check 2. Put tax checklist on PDI document 3. Affix a paid-off check on the payment document and all invoices	Finance Department
5.	Friday/ 18 Apr 2025	National holiday	Finance Department
6.	Saturday/ 19 Apr 2025	1. Put GR together on Supplier invoice 2. Stamp the document 3. Make a list of outstanding invoices 4. Confirm GR Supplier to the store 5. Scan document	Finance Department

Source: Processed Data 2025

The report on the agenda of activities or those that have been carried out during Apprenticeship in the finance department, in the twelfth week of April 21 to April 26, 2025 can be seen in the table below:

**Tabel: 3.13 Daily activities of Apr 21th, to Apr 26<sup>th</sup>, 2025**

No	Date	Description of Activities	Place of Implementation
1	Monday/21 April 2025	1. Confirm GR to the Store 2. Dept Checkdocuments 3. Scan document 4. Stamp the completed document with a stamp	Finance department
2	Tuesday/22 April 2025	1. attach proof of tf 2. document payment stamp 3. stamp 2 and 3 4. document scan 5. dept check 6. document archive	Finance department
3	Wednesday/23 April 2025	1. Scan document 2. Recording incoming invoices 3. Stamp the document	Finance department



4	Thursday/24 April 2025	<ol style="list-style-type: none"> <li>1. Scan document</li> <li>2. Request Dept check on the document</li> <li>3. Attach Payment Voucher to invoice document</li> </ol>	Finance department
5	Jum'at/25 April 2025	<ol style="list-style-type: none"> <li>1. Putting together proof of Transfer</li> <li>2. Stamp the payment stamp on the document that has been paid.</li> <li>3. Document Archive</li> <li>4. Record incoming invoices</li> </ol>	Finance department
6	Saturday/26 April 2025	<ol style="list-style-type: none"> <li>1. Confirm GR to the store</li> <li>2. Stamp the document</li> </ol>	Finance department

Source: Processed Data 2025

The report on the agenda of activities or that have been carried out during Apprenticeship in the finance department, in the thirteenth week of April 28 to May 03, 2025 can be seen in the table below:

**Tabel: 3.14 Daily activities of Apr 28th, to Mei 03<sup>th</sup>, 2025**

No	Date	Description of Activities	Place of Implementatin
1	Monday/28 April 2025	<ol style="list-style-type: none"> <li>1. Settle receipts</li> <li>2. Document Scan</li> <li>3. Dept check invoice document</li> <li>4. Stamp 3</li> </ol>	Finance department
2	Tuesday/29 April 2025	<ol style="list-style-type: none"> <li>1. Affixing a stamp to the document</li> <li>2. Record incoming invoices</li> <li>3. Putting GR together according to Supplier</li> <li>4. Scan document</li> </ol>	Finance department
3	Wednesday/30 Mei 2025	<ol style="list-style-type: none"> <li>1. Stamp the document</li> <li>2. Update bank balance and daily fund</li> <li>3. Filing bank statements into bank statements</li> <li>4. Request Dept check to logistics</li> </ol>	Finance department
4	Thursday/1 Mei 2025	Libur hari buruh	Finance department
5	Friday/2 Mei 2025	<ol style="list-style-type: none"> <li>1. Putting together GR according to Supplier</li> <li>2. Stamp the document and ask for Dept check</li> <li>3. Scan document</li> </ol>	Finance department
6	Saturday/ 3 Mei 2025	<ol style="list-style-type: none"> <li>1. Make a list of Outstandinginvoices</li> <li>2. Request Dept check to the laboratory department</li> </ol>	Finance department

Source: Processed Data 2025



The report on the agenda of activities or those that have been carried out during Apprenticeship in the finance department, in the fourteenth week from May 05 to May 10, 2025 can be seen in the table below:

**Tabel: 3.15 Daily activities of Mei 05th, to Mei 10<sup>th</sup>, 2025**

No	Date	Description of Activities	Place of Implementation
1.	Monday/05 Mei 2025	1. Affixing a stamp to a document 2. Recording incoming invoices 3. Putting GR together according to Supplier 4. Scan document	Finance department
2.	Tuesday/06 Mei 2025	1. incoming Selecting Good Receipt (GR) Slip according to Supplier 2. Stamp 3 on the completed invoice document 3. Learn to scan and photocopy invoice documents	Finance department
3.	Wednesday /07 Mei 2025	1. Fill in the incoming invoice 2. Selecting Good Receipt (GR) Slip according to Supplier 3. Stamp 3 on the completed invoice document 4. Request Dept check to the Head of Department 5. Scan Document Check Bambi 2025 klk	Finance department
4.	Thursday/ 08 Mei 2025	1. Scan document 2. Stamp the invoice 4. Request Dept check 5. Check Bambi klk 2025	Finance department
5.	Friday/09 Mei 2025	1. Stamped the payment voucher with a paid-off stamp. 2. Inserting the proof of settlement transaction sheet and payment voucher 3. Scan the document 4. Filing the file in the Bambi file 5. Check Bambi klk 2025	Finance department
6.	Saturday/ 10 Mei 2025	1. Putting together payment vouchers 2. Stamp the completed document good receipt slip	Finance department

*Source: Processed Data 2025*

The report on the agenda of activities or that have been carried out during Apprenticeship in the finance department, in the fifteenth week of May 12 to May 17, 2025 can be seen in the table below:



**Tabel: 3.16 Daily activities of Mei 12th, to Mei 17<sup>th</sup>, 2025**

No	Date	Description of Activities	Place of Implementation
1.	Monday 12 Mei 2025	Holiday Leave Waisak	Finance department
2	Tuesday/13 Mei 2025	Cuti Hari Raya Waisak	Finance department
3	Wednesday/14 Mei 2025	<ol style="list-style-type: none"> <li>1. Record incoming invoices and look for good receipt slips according to suppliers</li> <li>2. Affixing the stamp</li> <li>3. Scan documents</li> <li>4. Filing documents</li> <li>5. Affixing the paid-off stamp on the document.</li> </ol>	Finance department
4	Thursday/15 Mei 2025	<ol style="list-style-type: none"> <li>1. Stamp the document</li> <li>2. Scan the document</li> <li>3. Putting payment voucher together</li> <li>4. Check bembu 2025</li> </ol>	Finance department
5	Jum'at/16 Mei 2025	<ol style="list-style-type: none"> <li>1. Stamp the payment voucher on the document</li> <li>2. Filing the document into the cabinet</li> <li>3. Check bembu pdi 2025</li> </ol>	Finance department
6	Saturday/17 Mei 2025	<ol style="list-style-type: none"> <li>1. Make a list of invoice outstanding</li> <li>2. Request Dept check to laboratory department</li> </ol>	Finance department

Source: Processed Data 2025

The report on the agenda of activities or those that have been carried out during Apprenticeship in the finance department, in the sixteenth week from May 19 to May 24, 2025 can be seen in the table below:

**Tabel: 3.17 Daily activities of Mei 19th, to Mei 24<sup>th</sup>, 2025**

No	Date	Description of Activities	Place of Implementation
1.	Monday/ 19 Mei 2025	<ol style="list-style-type: none"> <li>1. Recording incoming invoices</li> <li>2. Stamped the document</li> <li>3. Request for Dept check</li> </ol>	Finance department
2	Tuesday/20 Mei 2025	<ol style="list-style-type: none"> <li>1. Scan document</li> <li>2. Stamp the document</li> <li>3. Attach the Payment Voucher to the invoice</li> </ol>	Finance department
3	Wednesday/21 Mei 2025	<ol style="list-style-type: none"> <li>1. Scan document</li> <li>2. Stamp the document</li> <li>3. Recording incoming invoices</li> <li>4. Request for Dept check</li> </ol>	Finance department



4	Thursday/22 Mei 2025	1. Record the incoming invoice 2. Request for Dept check 3. Scan document	Finance department
5	Jum'at/23 Mei 2025	1. Scan document 2. Stamp the document 3. Recording incoming invoices	Finance department
6	Saturday/24 Mei 2025	1. Scan dokumen	Finance department

Source: Processed Data 2025

The report on the agenda of activities or those that have been carried out during Apprenticeship in the finance department, in week seventeen, May 26 to May 31, 2025 can be seen in the table below:

**Table: 3.18 Daily activities of Mei 26th, to Mei 31<sup>th</sup>, 2025**

No	Date	Description of Activities	Place of Implementation
1.	Monday/ 26 Mei 2025	1. Filing bank statements in the bank statement bureau 2. Recording incoming invoices 3. Putting GR together with Supplier	Finance Department
2.	Tuesday/ 27 Mei 2025	1. Settle proof of travel 2. Confirm GR that has not been given to the store 3. Request Dept check 4. Scan document	Finance Department
3.	Wednesday/ 28 April 2025	1. Put GR together according to Supplier 2. Stamp the document and ask for Dept. check 3. 3. Scan document	Finance Department
4.	Thursday/ 29 Mei 2025	1. Put together the proof of transfer on the document that has been paid. 2. Stamp the payment on the document that has been paid 3. 3. Filing documents into Bambi files 4. Guidance on Apprenticeship report	Finance Department
5.	Friday/ 30 Mei 2025	1. Affixing stamp on documents 2. Putting together transfer receipts and stamping the payment on documents that have been paid. 3. Filing the document 4. Guidance on Apprenticeship report	Finance Department
6.	Saturday/31 Mei 2025	1. Scan settle 2. Separate GR according to Supplier 3. Guidance on Apprenticeship report	Finance Department

Source: Processed Data 2025



### **3.5 Obstacles and Solution**

#### **3.5.1 Obstacles**

The challenges encountered by the author during the apprenticeship at PT KLK Dumai include:

1. System and technology access issues, where the computer system often experienced interruptions or slow performance due to the large volume of data in each template. This condition slowed down the daily work process, particularly in checking and inputting data.
2. As an apprentice, access to the company's internal financial systems or applications was limited. This became a challenge in fully understanding the workflow, especially in using the SAP (Systems, Applications, and Products in Data Processing) system for invoice and payment management.
3. At the initial stage of the apprenticeship, the author faced difficulties in comprehending complex procedures and workflows, such as the process of verifying invoice documents, obtaining approvals, and processing vendor payments. Time was needed to adapt to the Standard Operating Procedures (SOPs) and the technical terms used within the Finance Department
4. Several payment-related activities to vendors were conducted digitally and managed centrally, resulting in limited opportunities to directly observe negotiation processes or interactions with vendors.

#### **3.5.2 Solutions**

The solutions implemented to address the challenges faced during the apprenticeship are as follows:

1. To address slow system performance caused by large amounts of data in each template, upgrading computer hardware—such as increasing RAM capacity or replacing the hard disk with a Solid-State Drive (SSD)—was identified as an effective solution. These upgrades would enable faster system performance, smoother processing of large files, and greater efficiency in tasks such as data checking and input.
2. The author sought guidance from the mentor or relevant staff to gain



explanations about system workflows that could not be accessed directly.

3. The author consistently documented instructions and procedures provided by the supervisor and regularly asked clarifying questions. Additionally, direct observation of daily work activities was carried out to accelerate the learning process.
4. To compensate for the limited exposure to vendor-related activities, the author focused on understanding the interdepartmental interactions involved in the document verification and approval process, thereby gaining insights into the overall workflow.



## **CHAPTER IV**

### **CONCLUSIONS AND SUGGESTIONS**

#### **4.1. Conclusion**

Apprenticeship activities that have been carried out for 4 (Four) months from February 1 to May 31, 2025 in the Finance department of PT KLK Dumai explained from the previous chapter, several conclusions can be drawn, namely:

1. System in use often experiences interruptions or slow performance due to the large volume of data in each template. This condition slows down the daily workflow, particularly in checking and entering data.
2. For apprentices, access to all of the company's internal financial systems or applications is not fully granted. This becomes a challenge in fully understanding the workflow, especially the SAP (Systems, Applications, and Products in Data Processing) system, which is utilized for managing invoices and payments.
3. At the start of the apprenticeship, the author encountered challenges in comprehending the complex procedures and workflows, including the verification of invoice documents, approval processes, and vendor payments. Adapting to the SOPs and the technical terminology used in the Finance Department required some time.
4. Certain activities related to vendor payments are conducted digitally and centralized, which limits the opportunity to directly observe negotiation processes or engage in interactions with vendors.

#### **4.2 Suggestions**

The solutions for the obstacles that the author while did the apprenticeship are:

1. To address the slow system performance caused by the large volume of data in each template, a practical solution is to upgrade the computer hardware, such as adding more RAM or replacing the hard drive with a Solid-State Drive (SSD). This upgrade will enable the system to run faster, handle large



files more efficiently, and accelerate daily tasks like data checking and input.

2. The author seeks guidance from mentors or relevant staff to explain the workflow of systems that are not directly accessible.
3. The author keeps detailed notes on every instruction and procedure provided by the supervisor and consistently asks questions to clarify unclear points. In addition, direct observation of daily work processes was conducted to enhance understanding more quickly.
4. To compensate for the limited activities, the author concentrated on observing interactions between departments during the document verification and approval process, which provided a better understanding of the overall work functions.



## REFERENCES

- Rianti, I., & Rahmani, N. A. B. (2024). *Analisis alur kerja invoice dalam meningkatkan efisiensi operasional PT Sei Mangkei Nusantara Tiga*. *Bisnis-Net Jurnal Ekonomi dan Bisnis*, 7(2), 879–887. <https://doi.org/10.46576/bn.v7i2.5276>
- KLK OLEO. (n.d.). *KLK Dumai*. KLK OLEO. Diakses 30 Mei 2025, dari <https://www.klkoleo.com/pt-klk-dumai/>



## APPENDICES

### Appendix I : Apprenticeship Request Letter



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
RISET, DAN TEKNOLOGI  
**POLITEKNIK NEGERI BENGKALIS**  
Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711  
Telepon: (+62766) 24566, Fax: (+62766) 800 1000  
Laman: <http://www.polbeng.ac.id>, E-mail: [polbeng@polbeng.ac.id](mailto:polbeng@polbeng.ac.id)

Nomor : 5791 /PL31/TU/2024  
Hal : Permohonan Kerja Praktek (KP)

11 November 2024

Yth. Pimpinan PT. KLIK (Kuala Lumpur Kepong Berhard) Dumai  
Di  
Dumai

Dengan hormat,

Sehubungan akan dilaksanakannya Kerja Praktek untuk mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan & keterampilan mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di Perusahaan, maka kami mengharapkan kesediaan dan kerjasamanya untuk dapat menerima mahasiswa kami guna melaksanakan Kerja Praktek di PT. KLIK (Kuala Lumpur Kepong Berhard) Dumai yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai dari bulan 01 Februari s/d 31 Mei 2025, adapun nama mahasiswa sebagai berikut :

No	Nama	Nim	Prodi
1.	Julia Ningsih	5404211361	D-IV Administrasi Bisnis Internasional
2.	Kamisah	5404211362	D-IV Administrasi Bisnis Internasional
3.	Parida	5404211367	D-IV Administrasi Bisnis Internasional

Kami sangat mengharapkan informasi lebih lanjut dari Bapak/Ibu melalui balasan surat ini atau menghubungi *Contact Person* dalam waktu dekat.

Demikian permohonan ini disampaikan, atas perhatian dan kerjasamanya kami ucapkan terimakasih.

An. Direktur  
Wakil Direktur III  
  
Mahardhi Sastra, S.T., M.Sc.  
NIP. 198903142015041001

Contact Person:  
M. Alkadri Perdana, B.IT., M.Sc (0812 7648 4321)



## Appendix II: Statement Letter



**PT. KLK DUMAI**  
Jalan Datuk Laksamana  
Komplek Pelindo Regional I  
Kel. Buluh Kasap, Kec. Dumai Timur  
Kota Dumai, Riau 28814, Indonesia  
T: +62 765 4370078 F: +62 765 37311  
[www.klk.com.my](http://www.klk.com.my)

Dumai, 23 Desember 2024  
Nomor : 701/HRD/CLK-DMI/XII/2024  
Lampiran : -  
Perihal : Kerja Praktek Mahasiswa

Kepada :  
Yth. Ketua Prodi D-IV Administrasi Bisnis Internasional  
Politeknik Negeri Bengkalis  
Di-  
Bengkalis

Dengan hormat,  
Menindaklanjuti surat yang kami terima dengan nomor : 5794/PL31/TU/2024 tanggal 11 November 2024 perihal tersebut diatas, kami dapat menerima 3 (tiga) orang mahasiswi tersebut untuk melaksanakan kerja praktek di PT. KLK DUMAI atas nama :

NO	NAMA / NIM	PRODI	JADWAL	TEMPAT PRAKTEK
1	Julia Ningsih/5404211361	D-IV Administrasi	01 Februari 2024 s/d 31 Mei 2024	HR Department PT. KLK Dumai
2	Kamisah/5404211262	Bisnis		Finance Department PT. KLK Dumai
3	Parida/5404212367	Internasional		

Berdasarkan hal tersebut, yang bersangkutan dapat langsung datang ke PT. KLK Dumai (HR Department) Jl. Datuk Laksamana Dumai dengan membawa persyaratan sebagai berikut :

1. Daftar Riwayat Hidup (Curriculum Vitae) Mahasiswa.
2. Photo Copy KTP/Kartu Mahasiswa (rangkap 2).
3. Surat keterangan kelakuan baik dari perguruan tinggi (asli).
4. Surat keterangan sehat dari dokter Pemerintah (asli).
5. Pas Photo 3 x 4 (2 lembar), 2 x 3 (2 lembar).

Perlu kami informasikan bahwa semua biaya selama melaksanakan praktek kerja di PT. KLK Dumai menjadi beban yang bersangkutan dan penundaan jadwal, kami anggap pembatalan praktek kerja.  
Atas perhatiannya diucapkan terima kasih.

Hormat kami  
Menyetujui,  
  
**Fransye L. Walean**  
HR Manager



### Appendix III: Apprenticeship Assessment Sheet

18

Form-4:

EVALUATION RESULTS FROM JOB TRAINING  
COMPANY PENILAIAN.

PT. KIK DUMAI

Name : PARIDA  
Student's Identity No. : 5404211367  
Study Program : ADMINISTRASI BISNIS INTERNATIONAL  
Politeknik Bengkalis

No.	Assessment Aspect	percentage	Scores
1.	Disciplin	20%	85
2.	Responsibility	25%	91
3.	Adjustment/Adaptation	10%	80
4.	Work Result	30%	90
5.	Behavior in General	15%	88
Total ( 1+2+3+4+5 )		100%	433

Explanation :

Score : Criteria  
81 – 100 : Excellence  
71 – 80 : Very Good  
66 – 70 : Good  
61 – 65 : Good Enough  
56 – 60 : Enough

Notes:

Tingkatkan komunikasi agar instruksi yang diberikan dapat  
diterima dengan baik dan bermutu. Jika ada yang kurang  
jelaskan.

Bengkalis, 30 Mei 2015



KHALIFAH  
Manager



#### Appendix IV: Apprenticeship Completion Statement Letter

APP

**SURAT KETERANGAN**

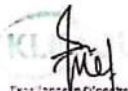
Yang bertanda tangan di bawah ini menerangkan bahwa:

Nama : Parida  
Tempat/ Tgl. Lahir : Terkul, 15 Agustus 2003  
Alamat : Jl. Meranti

Telah Melakukan kerja Praktek Pada Perusahaan kami, PT. KUALA LUMPUR KEPONG DUMAI, Sejak tanggal 01 February 2025, Sampai Dengan 31 Mei 2025, Sebagai Tenaga Kerja Praktek (KP). Selama bekerja di Perusahaan kami, yang bersangkutan telah menunjukkan ketekunan dan kesungguhan bekerja dengan baik.

Surat Keterangan ini diberikan untuk dipergunakan sebagaimana mestinya.  
Demikian agar yang berkepentingan maklum

Dumai 31 Mei 2025

  
Ket. Dandepn Oodqhamisela  
**Fitri Afriani**  
NIK. 1310100057




## Appendix V: Apprenticeship Attendance List

### LIST OF ATTENDANCE

#### PT. KLK DUMAI

Nama : Parida  
NIM : 5404211367  
Department : Finance

























No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Saturday/01 Feb 2025	08.00	13.00	-	-	
2	Monday/03 Feb 2025	08.00	12.00	13.30	16.30	
3	Tuesday /04 Feb 2025	08.00	12.00	13.30	16.30	
4	Wednesday/ 05 Feb 2025	08.00	12.00	13.30	16.30	
5	Thursday/06 Feb 2025	08.00	12.00	13.30	16.30	
6	Friday/ 07 Feb 2025	08.00	12.00	13.30	16.30	
7	Saturday/ 08 Feb 2025	08.00	12.00	13.30	16.30	
8	Monday/10 Feb 2025	08.00	12.00	13.30	16.30	
9	Tuesday/11 Feb 2025	08.00	12.00	13.30	16.30	
10	Wednesday/12 Feb 2025	08.00	12.00	13.30	16.30	
11	Thursday/13 feb 2025	08.00	12.00	13.30	16.30	
12	Friday/14 feb 2025	08.00	12.00	14.00	16.30	
13	Saturday/ 15 Feb 2025	08.00	13.00	-	-	
14	Monday/17 feb 2025	08.00	12.00	13.30	16.30	
15	Tuesday/18 feb 2025	08.00	12.00	13.30	16.30	
16	Wednesday/ 19 feb 2025	08.00	12.00	13.30	16.30	
17	Thursday/ 20 feb 2025	08.00	12.00	13.30	16.30	
18	Friday/ 21 Feb 2025	08.00	12.00	14.00	16.30	
19	Saturday/22 Feb 2025	08.00	12.00	-	-	
20	Monday/ 24 Feb 2025	08.00	12.00	13.30	16.30	
21	Tuesday/ 25 Feb 2025	08.00	12.00	13.30	16.30	
22	Wednesday/26 Feb 2025	08.00	12.00	13.30	16.30	
23	Thursday/27 Feb 2025	08.00	12.00	13.30	16.30	
24	Friday/28 feb 2025	08.00	12.00	14.00	16.30	



## LIST OF ATTENDENCE

### PT. KLK DUMAI

Nama : Parida  
 NIM : 5404211367  
 Department : Finance

No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Saturday/ 1 Mar 2025	08.00	13.00	-	-	
2	Monday/03 Mar 2025	08.00	12.00	13.30	16.30	
3	Tuesday/ 04 Mar 2025	08.00	12.00	13.30	16.30	
4	Wednesday/ 05 Mar 2025	08.00	12.00	13.30	16.30	
5	Thursday/06 Mar 2025	08.00	12.00	13.30	16.30	
6	Friday/ 07 Mar 2025	08.00	12.00	13.30	16.30	
7	Saturday/ 08 Mar 2025	08.00	12.00	13.30	16.30	
8	Monday/10 Mar 2025	08.00	12.00	13.30	16.30	
9	Tuesday/11 Mar 2025	08.00	12.00	13.30	16.30	
10	Wednesday/12 Mar 2025	08.00	12.00	13.30	16.30	
11	Thursday/13 Mar 2025	08.00	12.00	13.30	16.30	
12	Friday/14 Mar 2025	08.00	12.00	14.00	16.30	
13	Saturday/ 15 Mar 2025	08.00	13.00	-	-	
14	Monday/17 Mar 2025	08.00	12.00	13.30	16.30	
15	Tuesday/18 Mar 2025	08.00	12.00	13.30	16.30	
16	Wednesday/ 19 Mar 2025	08.00	12.00	13.30	16.30	
17	Thursday/ 20 Mar 2025	08.00	12.00	13.30	16.30	
18	Friday/ 21 Mar 2025	08.00	12.00	14.00	16.30	
19	Saturday/22 Mar 2025	08.00	12.00	-	-	
20	Monday/ 24 Mar 2025	08.00	12.00	13.30	16.30	
21	Tuesday/ 25 Mar 2025	08.00	12.00	13.30	16.30	
22	Wednesday/26 Mar 2025	08.00	12.00	13.30	16.30	
24	Thursday/27 Mar 2025	08.00	12.00	13.30	16.30	
24	Friday/28 Mar 2025	08.00	12.00	14.00	16.30	
26	Saturday/29 Mar 2025	08.00	13.00	-	-	
27	Monday/ 31 Mar 2025	08.00	12.00	13.30	16.30	



## LIST OF ATTENDENCE

### PT. KLK DUMAI

Nama : Parida  
 NIM : 5404211367  
 Department : Finance

No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Tuesday/ 1 Apr 2025	08.00	13.00	13.30	16.30	
2	Wednesday/ 2 Apr 2025	08.00	12.00	13.30	16.30	
3	Thursday/3 Apr 2025	08.00	12.00	13.30	16.30	
4	Friday/ 4 Apr 2025	08.00	12.00	14.00	16.30	
5	Saturday/ 5 Apr 2025	08.00	13.00	-	-	
6	Monday/ 7 April 2025	08.00	12.00	13.30	16.30	
7	Tuesday/ 8 April 2025	08.00	12.00	13.30	16.30	
8	Wednesday/ 9 April 2025	08.00	12.00	13.30	16.30	
9	Thursday/ 10 April 2025	08.00	12.00	13.30	16.30	
10	Friday/ 11 April 2025	08.00	12.00	14.00	16.30	
11	Saturday/12 April 2025	08.00	13.00	-	-	
12	Monday/ 14 April 2025	08.00	12.00	14.00	16.30	
13	Tuesday/ 15 April 2025	08.00	13.00	13.30	16.30	
14	Wednesday/16 April 2025	08.00	12.00	13.30	16.30	
15	Thursday/17 April 2025	08.00	12.00	13.30	16.30	
16	Friday/ 18 Apr 2025	08.00	12.00	14.00	16.30	
17	Saturday/ 19 Apr 2025	08.00	13.00	-	-	
18	Monday/21 April 2025	08.00	12.00	14.00	16.30	
19	Tuesday/22 April 2025	08.00	12.00	-	-	
20	Wednesday/23 April 2025	08.00	12.00	13.30	16.30	
21	Thursday/24 April 2025	08.00	12.00	13.30	16.30	
22	Jum'at/25 April 2025	08.00	12.00	14.00	16.30	
24	Saturday/26 April 2025	08.00	13.00	-	-	
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26	Tuesday/29 April 2025	08.00	13.00	14.00	16.30	





















## LIST OF ATTENDENCE

### PT. KLIK DUMAI

Nama : Parida  
 NIM : 5404211367  
 Department : Finance

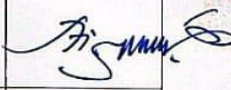

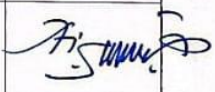
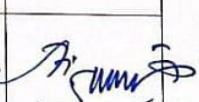
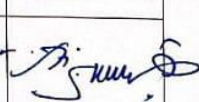
No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
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2	Friday/2 Mei 2025	08.00	11.30	14.00	16.30	
3	Saturday/ 3 Mei 2025	08.00	13.00	-	-	
4	Monday/05 Mei 2025	08.00	12.00	13.30	16.30	
5	Tuesday/06 Mei 2025	08.00	12.00	13.30	16.30	
6	Wednesday/07 Mei 2025	08.00	12.00	13.30	16.30	
7	Thursday/ 08 Mei 2025	08.00	12.00	13.30	16.30	
8	Friday/09 Mei 2025	08.00	12.00	14.00	16.30	
9	Saturday/ 10 Mei 2025	08.00	12.00	-	-	
10	Monday 12 Mei 2025	08.00	12.00	13.30	16.30	
11	Tuesday/13 Mei 2025	08.00	12.00	13.30	16.30	
12	Wednesday/14 Mei 2025	08.00	12.00	13.30	16.30	
13	Thursday/15 Mei 2025	08.00	12.00	13.30	16.30	
14	Jum 'at/16 Mei 2025	08.00	12.00	-	-	
15	Saturday/17 Mei 2025	08.00	12.00	13.30	16.30	
16	Monday/ 19 Mei 2025	08.00	12.00	13.30	16.30	
17	Tuesday/20 Mei 2025	08.00	12.00	13.30	16.30	
18	Wednesday/21 Mei 2025	08.00	12.00	13.30	16.30	
19	Thursday/22 Mei 2025	08.00	12.00	13.30	16.30	
20	Jum 'at/23 Mei 2025	08.00	12.00	14.00	16.30	
21	Saturday/24 Mei 2025	08.00	12.00	-	-	
22	Monday/ 26 Mei 2025	08.00	12.00	14.00	16.30	
23	Tuesday/ 27 Mei 2025	08.00	12.00	-	-	
24	Wednesday/28 Mei 2025	08.00	12.00	14.00	16.30	
25	Thursday/ 29 Mei 2025	08.00	12.00	14.00	16.30	
26	Friday/ 30 Mei 2025	08.00	12.00			
27	Saturday/31 Mei 2025	08.00	12.00			



## Appendices IV: Consultation Sheet

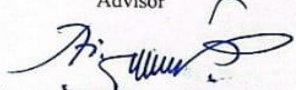
**CONSULTATION SHEET**  
**APPRENTICESHIP REPORT**  
**INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM**

Name : Parida  
Student's Identity No : 5404211367  
Apprenticeship Place : PT. KLK Dumai  
Advisor : Adrian Irnanda Pratama, S.Sos., M.B.A

No.	Date and Time	Revision	Signature
1.	07/07 2025	Revised background and grammer	
2.	10/07/2025	Revised purpose and chapter III	
3.	15/07 2025	Revised grammer in accordance with the practical work guide	
4.	18/07 2025	Revised of chapter 3 flowchart section	
5.	22/7/25	Ace Rahkan chapter 5 daugke	

Bengkalis, Juli 2025

Advisor

  
Adrian Irnanda Pratama, S.Sos., M.B.A  
NIP. 198911172019031012


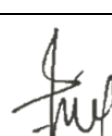



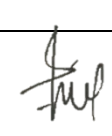
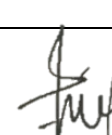


## Appendix VI: Daily Activities of the Apprenticeship


### DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Saturday- Saturday

Date : February 01<sup>th</sup>, 2024 to February 08<sup>th</sup> 2024

No	Date	Description of Activities	Task Assignor	Signature
1.	Saturday/01 Feb 2025	<ol style="list-style-type: none"> <li>1. SHE Induction PT. KLIK Dumai Induction Department Apprenticeship placement</li> <li>2. Learn how to scan files</li> <li>3. Learn to organize newly received invoices</li> <li>4. Learn to recognize and put stamp 3 and stamp 2 on invoice and fund submission documents</li> <li>5. Learn how to archive documents</li> </ol>	Fitri afriani	
2.	Monday/03 Feb 2025	<ol style="list-style-type: none"> <li>1. Learn to fill in incoming invoices</li> <li>2. Selecting the Good Receipt (GR) Slip according to the Supplier</li> <li>3. Stamp 3 on the completed invoice document</li> <li>4. Learn to scan and photocopy invoice documents</li> </ol>	Fitri afriani	
3.	Tuesday /04 Feb 2025	<ol style="list-style-type: none"> <li>1. Fill in the incoming invoice</li> <li>2. Select Good Receipt (GR) Slip according to Supplier</li> <li>3. Stamp 3 on the completed invoice document</li> <li>4. Request Dept check to the Head of Department</li> <li>5. Scan Document</li> </ol>	Fitri afriani	
4.	Wednesday/ 05 Feb 2025	<ol style="list-style-type: none"> <li>1. Document scan</li> <li>2. Stamp the incoming invoice</li> <li>3. Request Dept check</li> </ol>	Fitri afriani	
5.	Thursday/06 Feb 2025	<ol style="list-style-type: none"> <li>1. Stamp the payment voucher with a paid-off stamp.</li> <li>2. Inserting the proof of settlement transaction sheet and payment voucher</li> <li>3. Scan the document</li> <li>4. Filing the file in the Bambi file</li> </ol>	Fitri afriani	
6.	Friday/ 07 Feb 2025	<ol style="list-style-type: none"> <li>1. Recording incoming invoice</li> <li>2. Look for Good Receipt (GR)</li> </ol>	Fitri afriani	
7.	Saturday/ 08 Feb 2025	<ol style="list-style-type: none"> <li>1. Unify payment voucher</li> <li>2. Stamp the completed document good receipt slip 3.</li> </ol>	Fitri afriani	









No	Documentation
1	
2.	<p>At the first day of my Apprenticeship, I attended the she Induction activity organized by PT KLK Dumai. This activity aims to provide an understanding of work safety regulations and rules that must be obeyed by all interns during their Apprenticeship at the company. After attending the Safety Induction, I was placed in the Finance office. Here, I began to learn and get involved in various activities related to the company's financial processes, such as managing documents, stamping, and scanning and archiving files.</p>




**DAILY ACTIVITY  
OF THE APPRENTICESHIP**

Day : Monday-Saturday

Date : February 10<sup>th</sup>, 2024 to February 15<sup>th</sup> 2025

No	Date	Description of Activities	Task Assignor	Signature
1.	Monday/10 Feb 2025	<ol style="list-style-type: none"> <li>1. Complete the GR attachment from Supplier for settlement purposes.</li> <li>2. Receive the check book and scan the check and photocopy it, then attach it to the payment voucher.</li> </ol>	Fitri afriani	
2.	Tuesday/11 Feb 2025	<ol style="list-style-type: none"> <li>1. Complete the attachment of GR (Good Receipt) from the Supplier on the pending invoice.</li> <li>2. Scan check book and payment order files as well as bank guarantee submission files</li> <li>3. Scan invoice file</li> <li>4. Receive the invoice and stamp the stamp</li> </ol>	Fitri afriani	
3.	Wednesday/12 Feb 2025	<ol style="list-style-type: none"> <li>1. Deliver the file to PT KJA for Dept. check</li> <li>2. Confirm to the store for GR from suppliers who are still outstanding</li> <li>3. Complete and search for documents for audit purposes</li> </ol>	Fitri afriani	
4.	Thursday/13 feb 2025	<ol style="list-style-type: none"> <li>1. Scan the invoice file</li> <li>2. Receive and sort out GR</li> <li>3. Receive and stamp the Invoice stamp</li> </ol>	Fitri afriani	
5.	Friday/14 feb 2025	<ol style="list-style-type: none"> <li>1. Filing documents that have been repaid</li> <li>2. Correcting the scale ticket document</li> <li>3. Sorting and putting together GR per Supplier</li> </ol>	Fitri afriani	
6.	Saturday/ 15 Feb 2025	<ol style="list-style-type: none"> <li>1. Separate good receipt slips according to vendors</li> <li>2. Combine good receipt slip with invoice outstanding</li> <li>3. Affix 3 stamp stamps on completed documents</li> </ol>	Fitri afriani	








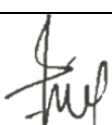
No	Documentation
1	
2.	<p>In the second week of my Apprenticeship, I started to get more familiar with the workflow in the Finance department of PT KLIK Dumai. I was actively involved in administrative activities such as scanning and filing invoices, sorting Good Receipt (GR) documents by supplier, and completing document attachments for pending invoices. In addition, I also helped deliver documents to the relevant parties for the dept check process and confirmed with the warehouse department regarding GRs that were still outstanding. These activities helped me understand the importance of accuracy and neatness in managing company financial documents.</p>



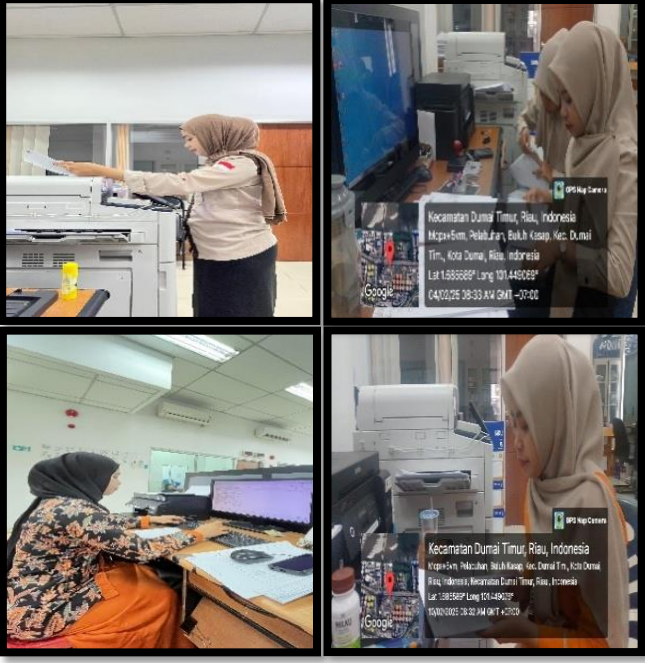
**DAILY ACTIVITY  
OF THE APPRENTICESHIP**

Day : Monday-Saturday

Date : February 17<sup>th</sup>, 2024 to February 22<sup>th</sup> 2025

No	Date	Description of Activities	Task Assignor	Signature
7.	Monday/17 feb 2025	1. Sorting out newly received GR from the store 2. Putting together GRs and invoices that are still pending. 3. Sorting and completing incoming GR and invoices 4. Scan invoice	Fitri afriani	
	Tuesday/18 feb 2025	1. Complete invoices and payment vouchers 2. Sorting GR according to invoice 3. Stamp 3 and 2 4. Dept Check	Fitri afriani	
	Wednesday/ 19 feb 2025	1. Filing documents that have been repaid. 2. Scan the invoice approve sheet 3. Attach the Payment Voucher to the invoice document .	Fitri afriani	
	Thursday/ 20 feb 2025	1. Recording incoming invoices 2. Stamp the invoice that has a complete good receipt slip. 3. Input Outstandinginvoices	Fitri afriani	
	Friday/ 21 Feb 2025	1. Receive and sort GR according to Supplier 2. Stamp the repayment stamp on the document. 3. Scan payment voucher document	Fitri afriani	
	Saturday/22 Feb 2025	1. Document scan 2. Sort out Supplier's GR 3. Put together Supplier's GR with outstanding invoices	Fitri afriani	









No	Documentation
1	
2.	<p>In the third week of my Apprenticeship, I began to understand the workflow in the Finance section of PT KLK Dumai and was given more detailed responsibilities related to document management. My activities included sorting Good Receipt (GR) documents received from the store, combining GR with outstanding invoices, and scanning invoices and other documents. I also helped to complete invoices with payment vouchers, stamp verification, record incoming invoices, and archive documents that had been paid. In addition, I was involved in the dept check process and inputting outstanding invoices into the system.</p>




**DAILY ACTIVITY  
OF THE APPRENTICESHIP**

Day : Monday-Saturday

Date : February 24<sup>th</sup>, 2024 to February 28<sup>th</sup> 2025

No	Date	Description of Activities	Task Assignor	Signature
7.	Monday/ 24 Feb 2025	1. Document scan 2. Affix stamp 3 and stamp 2 to the document. 3. Sorting and collating GR	Fitri afriani	
3.	Tuesday/ 25 Feb 2025	1. Scan the payment voucher document 2. Attached payment voucher to invoice document 3. Scan document 4. Request Dept check	Fitri afriani	
5.	Wednesday/26 Feb 2025	1. Document scan 2. Putting together proof of transfer with completed documents 3. Make attachments of miscellaneous cash / other costs 4. Filing documents	Fitri afriani	
1.	Thursday/27 Feb 2025	1. Recording incoming invoices 2. Stamp the invoice that has a complete good receipt slip. 3. Input outstanding invoices 4. Scan documents 5. Request Dept check	Fitri afriani	
2.	Friday/28 feb 2025	1. Document scan 2. Stamp the incoming invoice 3. Request Dept check	Fitri afriani	
3.	Saturday/ 1 Mar 2025	Izin	-	






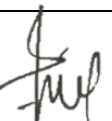


No	Documentation
1	
2.	<p>In the fourth week of my Apprenticeship in the Finance department of PT KLIK Dumai, I continued to carry out administrative tasks such as scanning various financial documents, stamping invoices and other documents, as well as tidying up and putting together supporting documents such as payment vouchers, proof of transfer, and invoices. I also recorded incoming invoices, inputted data on outstanding invoices, and created attachments for miscellaneous cash. In addition, I made several requests for department checks as part of the document verification process. I carried out all these activities with full responsibility, even though I was absent on Saturday due to permission.</p>




### DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday – Saturday  
Date : March 03 – 07, 2025

No	Date	Description of Activities	Task Assignor	Signature
1.	Monday/03 Mar 2025	1. Separate good receipt slips 2. Putting together the Outstanding invoice with the good receipt slip 3. Scan the document 4. Combine the transfer slip with the payment that has been paid	Fitri afriani	
2.	Tuesday/ 04 Mar 2025	1. Document scan 2. Archiving documents 3. Separating and tidying GR 4. Update outstanding invoices to the store department	Fitri afriani	
3.	Wednesday/ 05 Mar 2025	1. Separate good receipt slips 2. Putting together the outstanding invoice with the good receipt slip 3. Scan the document 4. Combine transfer slip with payment that has been paid 5. File the document	Fitri afriani	
4.	Thursday/ 06 Mar 2025	1. Unify GR on Supplier invoice 2. Stamp the document 3. Make a list of outstanding invoices 4. Confirm GR Supplier to the store 5. Scan document	Fitri afriani	
5.	Friday/ 07 Mar 2025	1. Document scan 2. Combine proof of transfer with completed documents 3. Stamp paid on documents that have been paid	Fitri afriani	
6.	Saturday/08 Mar 2025	1. Document scan 2. Matched GR with related invoice for further processing 3. Tidying up the GR	Fitri afriani	







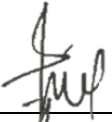
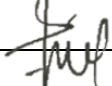
No	Documentation
1	
2.	<p>By the fifth week of my Apprenticeship at PT KLK Dumai's Finance Department, I was getting used to handling the entire financial document administration process. My activities included separating good receipt slips, combining them with outstanding invoices, and combining transfer receipts with finalized payment documents. In addition, I also scanned and archived documents, updated outstanding invoice data to the store, and created a list of unpaid invoices. Not only that, I also assisted in the GR unification process on supplier invoices and confirmed to the warehouse regarding the status of outstanding GRs. These activities continue to be carried out carefully and regularly to ensure the completeness and accuracy of the company's financial data.</p>




**DAILY ACTIVITY  
OF THE APPRENTICESHIP**

Day : Monday-Saturday

Date : Marc 10<sup>th</sup>, 2025 to Mar 15<sup>th</sup> 2025

No	Date	Description of Activities	Task Assignor	Signature
1.	Monday/10 Mar 2025	1. Record incoming invoices 2. Tidying up invoices and putting them together with GR 3. Stamp the completed document with a stamp. 4. Scan documents 5. Confirm GR to the store	Fitri afriani	
2.	Tuesday/11 Mar 2025	1. Attach the payment voucher to the document 2. Request Dept check for documents	Fitri afriani	
3.	Wednesday/12 Mar 2025	1. Document scan 2. Attach GR to invoice 3. Record incoming invoices 4. Tidying up the GR	Fitri afriani	
4.	Thursday/13 Mar 2025	1. Document scan 2. Request dept check 3. Completing GR on document 4. Affixing stamp and filling tax check list on document	Fitri afriani	
5.	Friday/14 Mar 2025	1. Archive documents that have been completed and inputted. 2. Request dept check for document Scan document	Fitri afriani	
6.	Saturday/15 Mar 2025	1. Scan documents 2. Settle receipts	Fitri afriani	









No	Documentation
1	 <p>The documentation for the first week consists of four photographs. The top-left photo shows a woman in a hijab scanning documents with a date stamp of 2025/02/15 09:28. The top-right photo shows her handling papers. The bottom-left photo shows her working at a computer with a date stamp of 2025/02/15 09:28. The bottom-right photo shows her using a photocopier.</p>
2.	<p>In the sixth week of my Apprenticeship at PT KLK Dumai's Finance Department, I performed various administrative tasks related to financial document management. Activities began with recording incoming invoices, unifying invoices with Good Receipt (GR) documents, and stamping the complete documents. I also scanned documents, attached payment vouchers, and requested department checks for internal verification purposes. In addition, I tidied up the GR, filled in the tax checklist, and archived the documents that had completed the input process. At the end of the week, I finalized the receipt documents as part of the financial administration complement. All of these activities gave me hands-on experience in ensuring the orderliness and completeness of the company's financial documents.</p>




**DAILY ACTIVITY  
OF THE APPRENTICESHIP**

Day : Monday-Saturday

Date : Marc 10<sup>th</sup>, 2025 to Mar 15<sup>th</sup> 2025

No	Date	Description of Activities	Task Assignor	Signature
1.	Monday/17 Mar 2025	1. Document scan 2. KDA Trucking Monitoring seal input 3. Scan check 4. Write get pass 5. Update invoice outstanding list 6. Split GR	Fitri afriani	
2.	Tuesday/18 Mar 2025	1. Stamp the document 2. Scan documents that have completed the dept check 3. Filing documents that are complete and have been paid. 4. Recording incoming invoices	Fitri afriani	
3.	Wednesday/19 Mar 2025	1. Tidying up GR with documents that have been archived 2. Scan miscellaneous cash checks 3. Stamp payment vouchers, invoices and receipts.	Fitri afriani	
4.	Thursday/20 Mar 2025	1. Separate GR according to Supplier 2. Record incoming invoices and complete the GR 3. Stamp the document 4. Scan receipts that have been settled 5. Scan documents that have been completed Dept check	Fitri afriani	
5.	Friday/21 Mar 2025	1. Scan document 2. Affix stamp 3 and stamp 2 on the document receipt 3. Sorting and tidying up GR	Fitri afriani	
6.	Saturday/ 22 Mar 2025	1. Scan documents 2. Putting GR together with invoice	Fitri afriani	








No	Documentation
1	
2.	<p>In the seventh week of my Apprenticeship at PT KLK Dumai's Finance Department, I performed various tasks focusing on the management and verification of financial documents. My activities included scanning documents, recording incoming invoices, and separating and merging Good Receipt (GR) documents with related invoices. I also stamped completed documents, inputted KDA Trucking Monitoring seal data, and updated the list of outstanding invoices. In addition, I also handled the filing of documents that had gone through the department check and payment process, and completed documents such as checks, payment vouchers, receipts, and miscellaneous cash neatly and systematically. All these activities support the smooth financial administration of the company.</p>




**DAILY ACTIVITY  
OF THE APPRENTICESHIP**

Day : Monday-Saturday

Date : Marc 24<sup>th</sup>, 2025 to Mar 29 2025

No	Date	Description of Activities	Task Assignor	Signature
1.	Monday/24 Mar 2025	<ol style="list-style-type: none"> <li>1. Stamp the invoice</li> <li>2. Scan another invoice</li> <li>3. Confirm GR to store department</li> <li>4. Complete Supplier documents with GR</li> <li>5. Crosscheck claim form and SPPD</li> </ol>	Fitri afriani	
2.	Tuesday/25 Mar 2025	<ol style="list-style-type: none"> <li>1. Record incoming invoices from suppliers</li> <li>2. Put together the corresponding GR</li> <li>3. Stamp the invoice</li> </ol>	Fitri afriani	
3.	Wednesday/26 Mar 2025	<ol style="list-style-type: none"> <li>1. Scan document</li> <li>2. Attach tax invoice</li> <li>3. Input bank balance</li> <li>4. Attach GR to invoice</li> <li>5. Record incoming invoice</li> <li>6. Tidying up GR</li> </ol>	Fitri afriani	
4.	Thursday/27 Mar 2025	<ol style="list-style-type: none"> <li>1. Complete the invoice and payment voucher</li> <li>2. Input payment voucher for Pelindo</li> <li>3. Inout the settlement file on the bank balance</li> <li>4. Sorting GR according to invoice</li> </ol>	Fitri afriani	
5.	Friday/28 Mar 2025	<ol style="list-style-type: none"> <li>1. Complete the attachment of GR (Good Receipt) from the Supplier on the pending invoice</li> <li>2. Scan checkbook and payment order files as well as bank guarantee submission files</li> <li>3. Receive invoices and affix seals</li> </ol>	Fitri afriani	
6.	Saturday/29 Mar 2025	Cuti Bersama	Fitri afriani	








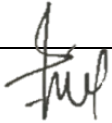
No	Documentation
1	
2.	<p>In the eighth week of my Apprenticeship at the Finance Department of PT KLK Dumai, I again carried out various administrative tasks closely related to the management of financial documents. I stamped invoices, scanned documents, and confirmed GR to the store to complete supplier documents. In addition, I recorded incoming invoices from suppliers, attached tax invoices, and inputted bank balances. I also assisted the settlement process by completing and inputting payment vouchers, including for Pelindo, and preparing other settlement files. Not only that, I handled the scanning of check books, payment orders, and bank guarantee applications. At the end of the week, I compiled a list of outstanding invoices, merged GR with supplier invoices, and continued to ensure all documents were complete and organized.</p>




**DAILY ACTIVITY  
OF THE APPRENTICESHIP**

Day : Monday-Saturday

Date : April 7<sup>th</sup>, 2025 to April 12 2025

No	Date	Description of Activities	Task Assignor	Signature
1.	Monday/ 7 April 2025	<ol style="list-style-type: none"> <li>1. Filing bank statements in the bank statement bureau.</li> <li>2. Recording incoming invoices</li> <li>3. Putting GR together with Supplier</li> </ol>	Fitri afriani	
2.	Tuesday/ 8 April 2025	<ol style="list-style-type: none"> <li>1. Settle proof of travel</li> <li>2. Confirm GR that has not been given to the store</li> <li>3. Request Dept check</li> <li>4. Scan document</li> </ol>	Fitri afriani	
3.	Wednesday/ 9 April 2025	<ol style="list-style-type: none"> <li>1. Put GR together according to Supplier</li> <li>2. Stamp the document and ask for Dept check</li> <li>3. Scan document</li> </ol>	Fitri afriani	
4.	Thursday/ 10 April 2025	<ol style="list-style-type: none"> <li>1. Put together the proof of transfer on the document that has been paid.</li> <li>2. Stamp the payment on the document that has been paid</li> <li>3. Filing documents into Bambi file</li> </ol>	Fitri afriani	
5.	Friday/ 11 April 2025	<ol style="list-style-type: none"> <li>1. Stamped documents as part of verification process</li> <li>2. Putting together the proof of transfer and affixing the payment stamp on the document that has been paid.</li> <li>3. Filing the document</li> </ol>	Fitri afriani	
6.	Saturday/12 April 2025	<ol style="list-style-type: none"> <li>1. Scan settle</li> <li>2. Separate GR according to Supplier</li> </ol>	Fitri afriani	









No	Documentation
1	
2.	<p>In the tenth week of my Apprenticeship at PT KLK Dumai's Finance Department, I focused on managing and archiving financial documents that have gone through the payment process. I archived bank statements into the Bambi Bank Statement system, recorded incoming invoices, and put together Good Receipt (GR) documents according to suppliers. In addition, I also completed proof of travel, confirmed GRs that had not been submitted to the store, and requested department checks. Other activities included stamping and paying off documents that had been processed, collating proof of transfers, and filing documents into the Bambi File. At the end of the week, I continued to scan the settled documents and separated the GR by supplier in a thorough and structured manner.</p>




**DAILY ACTIVITY  
OF THE APPRENTICESHIP**

Day : Monday-Saturday

Date : April 14<sup>th</sup>, 2025 to April 19, 2025

No	Date	Description of Activities	Task Assignor	Signature
1.	Monday/ 14 April 2025	1. Recording incoming invoices 2. Stamped the document 3. Request for Dept check	Fitri afriani	
2.	Tuesday/ 15 April 2025	3. Combine the document with the payment voucher sheet. 4. Filing documents that have been paid	Fitri afriani	
3.	Wednesday/16 April 2025	4. Scan document 5. Record incoming invoices 6. Put GR together according to Supplier	Fitri afriani	
4.	Thursday/17 April 2025	4. Scan payment document along with check 5. Put tax checklist on PDI document 6. Affix a paid-off check on the payment document and all invoices	Fitri afriani	
5.	Friday/ 18 Apr 2025	1. Filing documents that have been paid and inputted. 2. Record incoming invoices 3. Stamp Supplier's document with a stamp	Fitri afriani	
6.	Saturday/ 19 Apr 2025	6. Put GR together on Supplier invoice 7. Stamp the document 8. Make a list of outstanding invoices 9. Confirm GR Supplier to the store 10. Scan document	Fitri afriani	



No	Documentation
1	
2.	<p>In the eleventh week of my Apprenticeship at PT KLK Dumai's Finance Department, I continued to carry out various routine tasks in managing the company's financial administration. My activities included recording incoming invoices, stamping documents, and requesting department checks for verification. I also consolidated documents with payment voucher sheets and archived documents that had been processed for payment. In addition, I scanned documents, organized and completed GRs according to suppliers, and added tax checklists and payment stamps to payment documents and invoices. At the end of the week, I made a list of outstanding invoices, confirmed the GR to the store, and put the relevant documents together to ensure administrative completeness. All of these activities continue to be carried out with rigor so that financial documents are neatly organized and in accordance with company procedures.</p>





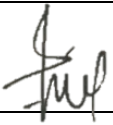
#### DAILY ACTIVITY




## OF THE APPRENTICESHIP

Day : Monday-Saturday

Date : April 21<sup>th</sup>, 2025 to April 26, 2025

No	Date	Description of Activities	Task Assignor	Signature
1	Monday/21 April 2025	<ol style="list-style-type: none"> <li>1. Confirm GR to the Store</li> <li>2. Dept Checkdocuments</li> <li>3. Scan document</li> <li>4. Stamp the completed document with a stamp</li> </ol>	Fitri afriani	
2.	Tuesday/22 April 2025	<ol style="list-style-type: none"> <li>1. attach proof of tf</li> <li>2. document payment stamp</li> <li>3. stamp 2 and 3</li> <li>4. document scan</li> <li>5. dept check</li> <li>6. document archive</li> </ol>	Fitri afriani	
3	Wednesday/23 April 2025	<ol style="list-style-type: none"> <li>1. Scan document</li> <li>2. Recording incoming invoices</li> <li>3. Stamp the document</li> </ol>	Fitri afriani	
4	Thursday/24 April 2025	<ol style="list-style-type: none"> <li>1. Scan document</li> <li>2. Request Dept check on the document</li> <li>3. Attach Payment Voucher to invoice document</li> </ol>	Fitri afriani	
5	Jum'at/25 April 2025	<ol style="list-style-type: none"> <li>1. Putting together proof of Transfer</li> <li>2. Stamp the payment stamp on the document that has been paid.</li> <li>3. Document Archive</li> <li>4. Record incoming invoices</li> </ol>	Fitri afriani	
6	Saturday/26 April 2025	<ol style="list-style-type: none"> <li>1. Confirm GR to the store</li> <li>2. Stamp the document</li> </ol>	Fitri afriani	








No	Documentation
1	<p data-bbox="387 342 411 365">b</p> 
2.	<p data-bbox="387 1075 1359 1379">In the twelfth week of my Apprenticeship at PT KKK Dumai's Finance Department, I continued my routine activities in managing the company's financial documents. My activities began with confirming the Good Receipt (GR) document to the store and ensuring the completeness of the document by conducting a department check. I also scanned documents, recorded incoming invoices, and stamped and paid stamps on documents that had been verified or paid. In addition, I integrated the transfer receipts with the documents that had been processed for payment, attached the payment voucher to the invoice, and archived all documents that had been processed. All of these activities are carried out meticulously to maintain document order and support the company's smooth financial administration process.</p>




**DAILY ACTIVITY  
OF THE APPRENTICESHIP**

Day : Monday-Saturday

Date : April 28<sup>th</sup>, 2025 to Mei 3, 2025

No	Date	Description of Activities	Task Assignor	Signature
1	Monday/28 April 2025	1. Settle receipts 2. Document Scan 3. Dept check invoice document 4. Stamp 3	Fitri afriani	
2	Tuesday/29 April 2025	1. Affixing a stamp to the document 2. Record incoming invoices 3. Putting GR together according to Supplier 4. Scan document	Fitri afriani	
3	Wednesday/30 Mei 2025	1. Stamp the document 2. Update bank balance and daily fund 3. Filing bank statements into bank statements 4. Request Dept check to logistics	Fitri afriani	
4	Thursday/1 Mei 2025	Cuti hari buruh nasional	Fitri afriani	
5	Friday/2 Mei 2025	1. Putting together GR according to Supplier 2. Stamp the document and ask for Dept check 3. Scan document	Fitri afriani	
6	Saturday/ 3 Mei 2025	1. Make a list of Outstanding invoices 2. Request Dept check to the laboratory department	Fitri afriani	









No	Documentation
1	
2.	<p>In the thirteenth week of my Apprenticeship at PT KKK Dumai's Finance Department, I continued to carry out various important tasks in supporting the smooth running of the financial administration. Activities began with finalizing receipts, scanning documents, and stamping and requesting department checks on invoices. I also recorded incoming invoices, collated Good Receipt (GR) according to suppliers, and updated bank balance and daily funds. In addition, I archive bank statements and PEB documents, and confirm and unify GRs with outstanding invoices. At the end of the week, I made a list of outstanding invoices and confirmed and requested document checks to the logistics and laboratory departments. All of these activities gave me an in-depth understanding of financial processes and professional document filing.</p>




**DAILY ACTIVITY  
OF THE APPRENTICESHIP**

Day : Monday-Saturday

Date : Mei 05<sup>th</sup>, 2025 to Mei 10, 2025

No	Date	Description of Activities	Task Assignor	Signature
1.	Monday/05 Mei 2025	1. Affixing a stamp to a document 2. Recording incoming invoices 3. Putting GR together according to Supplier 4. Scan document	Fitri afriani	
2.	Tuesday/06 Mei 2025	1. incoming Selecting Good Receipt (GR) Slip according to Supplier 2. Stamp 3 on the completed invoice document 3. Learn to scan and photocopy invoice documents	Fitri afriani	
3.	Wednesday /07 Mei 2025	1. Fill in the incoming invoice 2. Selecting Good Receipt (GR) Slip according to Supplier 3. Stamp 3 on the completed invoice document 4. Request Dept check to the Head of Department 5. Scan Document Check Bambi 2024 klk	Fitri afriani	
4.	Thursday/ 08 Mei 2025	1. Scan document 2. Stamp the invoice 4. Request Dept check 5. Check Bambi klk 2024	Fitri afriani	
5.	Friday/09 Mei 2025	1. Stamped the payment voucher with a paid-off stamp. 2. Inserting the proof of settlement transaction sheet and payment voucher 3. Scan the document 4. Filing the file in the Bambi file 5. Check Bambi klk 2025	Fitri afriani	
6.	Saturday/ 10 Mei 2025	1. Putting together payment vouchers 2. Stamp the completed document good receipt slip	Fitri afriani	







No	Documentation
1	
2.	<p>In the fourteenth week of my Apprenticeship at PT KLK Dumai's Finance Department, I continued with the increasingly routine and structured financial administration activities. I recorded incoming invoices, consolidated Good Receipt (GR) documents according to suppliers, and stamped completed documents. In addition, I learned the process of scanning and photocopying documents, and checked the data in the Bambi KLK system for 2024 and 2025. I also asked department heads for department checks and filed documents into Bambi files. At the end of the week, I put the payment voucher together with the proof of payment and stamped it as a sign of payment verification. All these activities continued to improve my understanding of the company's document management process and financial system.</p>




**DAILY ACTIVITY  
OF THE APPRENTICESHIP**

Day : Monday-Saturday

Date : Mei 12<sup>th</sup>, 2025 to Mei 17, 2025

No	Date	Description of Activities	Task Assignor	Signature
1.	Monday 12 Mei 2025	Cuti hari raya waisak	Fitri afriani	
2	Tuesday/13 Mei 2025	Cuti Hari Raya Wasiak	Fitri afriani	
3	Wednesday/14 Mei 2025	<ol style="list-style-type: none"> <li>1. Record incoming invoices and look for good receipt slips according to suppliers</li> <li>2. Affixing the stamp</li> <li>3. Scan documents</li> <li>4. Filing documents</li> <li>5. Affixing the paid-off stamp on the document.</li> </ol>	Fitri afriani	
4	Thursday/15 Mei 2025	<ol style="list-style-type: none"> <li>1. Stamp the document</li> <li>2. Scan the document</li> <li>3. Putting payment voucher together</li> <li>4. Check bembu 2024</li> </ol>	Fitri afriani	
5	Jum'at/16 Mei 2025	<ol style="list-style-type: none"> <li>1. Stamp the payment voucher on the document</li> <li>2. Filing the document into the cabinet</li> <li>3. Check bembu pdi 2025</li> </ol>	Fitri afriani	
6	Saturday/17 Mei 2025	<ol style="list-style-type: none"> <li>1. Make a list of invoice outstanding</li> <li>2. Request Dept check to laboratory department</li> </ol>	Fitri afriani	









No	Documentation
1	
2.	<p>In the fifteenth week of my Apprenticeship at PT KLK Dumai's Finance Department, I continued various financial administration tasks with a focus on document settlement and filing. My activities included scanning documents, attaching settled receipts, as well as stamping the settlement and filing the documents into the storage cabinet. I also put together payment vouchers with completed documents, recorded incoming invoices, and searched and matched Good Receipt Slips by supplier. In addition, I checked the data on KLK's Bambi system for 2024 and 2025, and made several departmental checks to the laboratory and logistics departments. At the end of the week, I compiled a list of outstanding invoices as part of the company's accounts receivable monitoring. All of these activities strengthened my understanding of the repayment process and managing financial document archives systematically and accurately.</p>




**DAILY ACTIVITY  
OF THE APPRENTICESHIP**

Day : Monday-Saturday

Date : Mei 19th, 2025 to Mei 24, 2025

No	Date	Description of Activities	Task Assignor	Signature
1.	Monday/ 19 Mei 2025	1. Recording incoming invoices 2. Stamped the document 3. Request for Dept check	Fitri afriani	
2	Tuesday/20 Mei 2025	1. Scan document 2. Stamp the document 3. Attach the Payment Voucher to the invoice	Fitri afriani	
3	Wednesday/21 Mei 2025	1. Scan document 2. Stamp the document 3. Recording incoming invoices 4. Request for Dept check	Fitri afriani	
4	Thursday/22 Mei 2025	1. Record the incoming invoice 2. Request for Dept check 3. Scan document	Fitri afriani	
5	Jum'at/23 Mei 2025	1. Scan document 2. Stamp the document 3. Recording incoming invoices	Fitri afriani	
6	Saturday/24 Mei 2025	1. Scan dokumen	Fitri afriani	









No	Documentation
1	
2.	<p>In the sixteenth week of my Apprenticeship at PT KLK Dumai's Finance Department, I carried out a series of routine administrative tasks to support the smooth management of the company's financial documents. My activities included recording incoming invoices on a daily basis, scanning documents, and stamping the completed documents. I also attached payment vouchers to the appropriate invoices and made several departmental check requests to the relevant departments to ensure the accuracy and completeness of the documents. All these activities were carried out with meticulous care to maintain an orderly archive and support the efficiency of the payment verification process within the company.</p>




**DAILY ACTIVITY  
OF THE APPRENTICESHIP**

Day : Monday-Saturday

Date : Mei 25th, 2025 to Mei 31, 2025

No	Date	Description of Activities	Task Assignor	Signature
1.	Monday/ 26 Mei 2025	1. Filing bank statements in the bank statement bureau 2. Recording incoming invoices 3. Putting GR together with Supplier	Fitri afriani	
2.	Tuesday/ 27 Mei 2025	1. Settle proof of travel 2. Confirm GR that has not been given to the store 3. Request Dept check 4. Scan document	Fitri afriani	
3.	Wednesday/ 28 Mei 2025	1. Put GR together according to Supplier 2. Stamp the document and ask for Dept. check 3. 3. Scan document	Fitri afriani	
4.	Thursday/ 29 Mei 2025	1. Put together the proof of transfer on the document that has been paid. 2. Stamp the payment on the document that has been paid 3. 3. Filing documents into Bambi files 4. Guidance on Apprenticeship report	Fitri afriani	
5.	Friday/ 30 Mei 2025	1. Affixing stamp on documents 2. Putting together transfer receipts and stamping the payment on documents that have been paid. 3. Filing the document 4. Guidance on Apprenticeship report	Fitri afriani	
6.	Saturday/31 Mei 2025	1. Scan settle 2. Separate GR according to Supplier 3. Guidance on Apprenticeship report	Fitri afriani	



No	Documentation
1	
2.	<p>In the seventeenth week of my Apprenticeship at PT KLK Dumai's Finance Department, I continued to actively carry out various financial administration tasks that have become routine. I archive bank statements into *Bambi Bank Statement*, record incoming invoices, and unify and separate Good Receipt (GR) according to suppliers. In addition, I also finalized proof of travel, confirmed GRs that had not been submitted to the store, and scanned documents and stamped them, including payment stamps on documents that had been paid. In the middle to the end of the week, I began to follow the guidance of the Apprenticeship report for the preparation of the final Apprenticeship report. On the last day, I also participated in the release of interns as a sign of the end of the work practice period at PT KLK Dumai. This moment was a valuable experience, because in addition to gaining new knowledge and skills in the world of work, I also received appreciation and motivational messages from the supervisor and the Finance Department team as a provision to face the professional world in the future.</p>