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ABSTRACT

The internship was conducted at PT Asia Trade Logistics with the place of invoice verification in finance accounting division. During the internship the task that were done are invoice verification from shipping line, third party verification for agency fee, and Key Performance Indicator (KPI) Monthly Report.

During the internship, most of the tasks can be executed properly. There are some constraint found for examples there is a problem when verifying invoices, such as: no rate, number of bill of lading are blank, different rate, wrong payer, different quantity, no SI number, different port of discharge, ask for manual invoice data. To solve that constraints, we should asking to the mill, operational division, or supervisor.

Keyword : Invoice verification, third party verification, KPI, Key Performance Indicator, billing

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