

DAFTAR ISI

| | Halaman |
|---|-----------|
| Judul..... | |
| Lembar Kartu Tanda Mahasiswa..... | |
| Lembar Pengesahan..... | |
| Pernyataan Orisinalitas..... | |
| Kata Pengantar..... | i |
| Daftar Isi..... | iii |
| Daftar Gambar..... | vi |
| Daftar Lampiran..... | vii |
| Daftar Tabel..... | viii |
| BAB I PENDAHULUAN..... | 1 |
| 1.1 Latar Belakang..... | 1 |
| 1.2 Rumusan Masalah..... | 6 |
| 1.3 Tujuan..... | 6 |
| 1.4 Manfaat..... | 6 |
| 1.5 Rencana Kegiatan..... | 8 |
| BAB II PELAKSANAAN PRAKTIK KERJA LAPANGAN..... | 12 |
| 2.1 Gambaran Umum Hotel..... | 12 |
| 2.1.1 Sejarah HARRIS Gubeng Hotel Surabaya..... | 12 |
| 2.1.2 Visi dan Misi..... | 14 |
| Logo Hotel..... | 15 |

| | | |
|---------|---|----|
| 2.1.3 | Lokasi HARRIS Gubeng Hotel Surabaya..... | 15 |
| 2.1.4 | Struktur Organisasi HARRIS-POP! Gubeng Hotel Surabaya..... | 16 |
| 2.1.5 | Fasilitas HARRIS Gubeng Hotel Surabaya... | 23 |
| 2.2 | Deskripsi Hasil Praktik Kerja Lapangan..... | 27 |
| 2.2.1 | Gambaran Accounting Department..... | 27 |
| 2.2.2 | Job Description Accounting Department..... | 28 |
| 2.2.3 | Struktur Organisasi Accounting Department..... | 35 |
| 2.3 | Pembahasan Hasil Praktik Kerja Lapangan..... | 36 |
| 2.3.1 | Landasan Teori..... | 36 |
| 2.3.1.1 | Gambaran Receiving..... | 36 |
| 2.3.1.2 | Pengertian Standard Operational Procedure..... | 37 |
| 2.3.1.3 | Tujuan Standard Operational Procedure..... | 37 |
| 2.3.1.4 | Manfaat Standard Operational Procedure..... | 38 |
| 2.3.2 | Standard Operational Procedure Menerima Barang..... | 38 |
| 2.3.2.1 | Prosedur Melakukan Receiving Report..... | 39 |

| | | |
|---------------------------------|---|----|
| 2.3.2.2 | Proses Receiving Report Diserahkan Kepada Account Payable..... | 40 |
| 2.3.2 | Kendala Pada Menerima Barang..... | 40 |
| 2.3.3.1 | Cara Meminimalisir Ketidaksesuaian Menginput Receiving Report..... | 41 |
| 2.3.3.2 | Cara Meminimalisir Keterlambatan Barang Datang..... | 41 |
| 2.3.3.3 | Sistem Retur Barang..... | 42 |
| BAB III SIMPULAN DAN SARAN..... | | 45 |
| 3.1 | Simpulan..... | 45 |
| 3.2 | Saran..... | 46 |
| DAFTAR PUSTAKA..... | | 47 |
| LAMPIRAN..... | | |