

ABSTRACT

The progress of the network in the world especially in Indonesia is growing. With the existing developments, every company is competing in overcoming any problems that are needed. This was done so that the facilities and processes could be handled properly. One way to overcome this problem is to form a team that will control a project. The existence of a team that controls a project in a company is usually called project control. Within the project control team, there are also various tasks. One of his duties is to organize important documents that are used to get selling points from other companies. The document to be created is a purchase order invoice document called ESAR. In the ESAR, it will be created with a purchase order (PO) and the selling value in the document is also included. Not only the selling value of the document, it must also be filled with very complete information. One of them is also the payment process to be paid in full or in instalments. This was done in order to avoid mistakes during the project.

Keywords: ESAR, Purchase Order (PO), Invoice, Microsoft Excel