



**UNIVERSITI TEKNOLOGI MARA  
FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT**

**PETRONAS CHEMICALS GROUP BERHAD (PCGB)  
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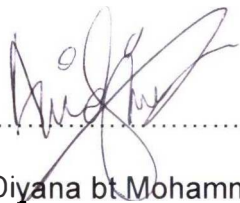
## **Declaration**

In consideration of being permitted to undergo training with PETRONAS Chemicals Group Berhad (PCGB), I hereby certify that I am the sole author of this report and that no part of this report has been published or submitted for publication.

I certify that, to the best of my knowledge, my report does not infringe upon anyone's copyright nor violate any proprietary rights and that any ideas, techniques, quotations, or any other material from the work of other people included in my report, published or otherwise, are fully acknowledged in accordance with the standard referencing practices.

I hereby declare that this report and the work reported herein was composed by and originated entirely from me. Information derived from the published and unpublished work of others has been acknowledged in the text and references are given in the list of sources.

01<sup>st</sup> December 2014



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Ain Diyana bt Mohammad Hassan

## **Abstract**

During 5 months internship with Account Payable Unit of PETRONAS Chemicals Group Berhad (PCGB), I have experienced myself on accounts payables activities using both of system and manual. I have gained a lot of knowledge and experiences in executing payments intercompany backcharging throughout my industrial training period.

It is exciting for me as finance is a new subject matter for me to learn and getting knowledge's for my working experience. It is my pleasure and great opportunity to joint a big company like PETRONAS Chemicals Group Berhad.

I was given the main task on executing payments of intercompany backcharging. The process for the task are as follows:

- To trace all the staff claims from system and to check the amount and to print it out.
- To segregate all the documents by their cost center which I have to determine the respective cost center and the justification accordingly.
- To prepare memorandum in order to get approval from the respective cost center owner for each documents. The challenge is I need to recognize the respective approver as per Limit of Authority (LOA).
- Once all the documents has been approved by respective cost center owner, I need to segregate all the documents by respective OPU's.
- To prepare Instruction for Payment (IFP), and to get approval from Finance Head.
- To upload the duly approved IFP into Process Directories (PD) system for online approved by AP manager.

## **Acknowledgement**

Bismillahirrahmanirrahim. Assalamualaikum w.b.t

First of all, I would like to express my deepest thankful to Allah s.w.t because He was gave sustenance to me to do a practical training at one of top company in this world which is PETRONAS. I also would like to express my deepest appreciation to all those who provided me the possibility to complete this report.

A special gratitude I would like to give to one of my friend since high school, Nur Syazlina bt Ismail because she was helped me a lot in order to enter me in this company. I faced a lot of challenged since I have to find a suitable company to do a practical training and was rejected by all of them. I was give up and one day, she was advertised about the urgent needed for practical students and I just try my luck. Alhamdulillah, I got that chance and be able to finish my practical training session completely.

On the flip side, I would like to thank to Nur Atiqah Hamid which is Talent Sourcing & Employee Relations staff at this company who handled all my practical training procedure from A to Z.

Furthermore, I would like to give a special gratitude to my beloved Supervisor the Manager in Account Payables Unit namely Puan Siti Noorhana bt Omar, for her guidance and wisdom words to me. Not forgettable to Puan Zuraidah Yahya and Puan Mas Elinawati who taught me a lot of things and shared with me their experiences regarding payments processing.

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