

INTISARI

Setelah *Purchasing* melakukan pemesanan atau pembelian barang melalui *Supplier* atau pembelian barang secara langsung keluar hotel, maka semua barang yang masuk ke hotel harus melalui suatu bagian departement dari *Accounting* yang bertugas menerima semua barang yang masuk ke dalam hotel dengan berbagai prosedur yang tercantum dalam *Golden Rules – Receiving Archipelago Internasional*. Tujuan dari tugas akhir ini adalah mengetahui proses *Receiving* dan *Purchasing* di Hotel Harper Mangkubumi Yogyakarta berdasarkan dengan *Golden Rules*.

Metode yang digunakan dalam penelitian ini adalah metode Kualitatif. Data kualitatif ini diperoleh dari beberapa jenis cara pengambilan data dan pengambilan gambar yaitu observasi, wawancara dan studi pustaka yang dilakukan di Hotel Harper Mangkubumi Yogyakarta. Sumber datanya berasal dari wawancara, observasi, dokumentasi dan studi pustaka.

Proses *receiving* di Hotel Harper berdasarkan *Daily Market List* sudah sesuai dengan standar *Receiving–Golden Rules* yang ditentukan oleh pihak hotel. *Staff Receiving* menerima barang sesuai dengan apa yang ada di *Daily Market List*, berat, jumlah dan fisik barang, apabila tidak sesuai atau kurang maka *Staff Receiving* berhak mengembalikannya, dan *supplier* berkewajiban mengganti dengan barang yang baru.

Kata Kunci: *receiving, accounting, dan hotel.*

ABSTRACT

After Purchasing booking or purchase of goods by Supplier or purchase goods directly out of the hotel, then all goods coming into the hotel must go through a part of department of Accounting in charge of receiving all goods coming into the hotel with a variety of procedures listed in Golden Rules - Receiving International Archipelago. The purpose of this thesis is process receiving and purchasing based on Golden Rules Archipelago at Hotel Harper Mangkubumi Yogyakarta.

The method used in this research is qualitative method, qualitative data was obtained from several kinds of means of data capture and image capture, observation, interviews, and literature conducted at Harper Mangkubumi Yogyakarta. Sources of data derived from interviews, observation, documentation and literature.

The process of receiving at Harper based Daily Market List is in conformity with the standards of Receiving-Golden Rules are determined by the hotel. Staff Receiving accepts the goods in accordance with what is in the Daily Market List, weight, quantity and physical goods, if it is not appropriate or less then Staff Receiving entitled to return it, and the supplier is obliged to replace with new goods.

Keyword: receiving, accounting, and hotel.