ABSTRACT

PT. Telkom Regional Division VI, is one company engaged in the telecommunications area of Balikpapan. In a company there are some parts that have their respective duties, one of the Finance Service is part of PT. Telkom Regional Division VI, in charge of deregulating the financial system in PT. Telkom Regional Division VI, where this section deal with the invoice, the cooperation agreement and a warrant to pay the outgoing and incoming companies.

The final project is implemented in a web-based software that connects to the network of Telkom portal can be accessed by all employees of Telkom, in particular the Finance Service employee of the company. Process flow in and out of a letter by this software can be performed by users who have an account to manage the mail. The process flow of letters that can be done is insert edit, update and display data in a letter that was built into the system. This application was built with PHP programming language design in the making, and MySQL as a database.

This system is expected to facilitate the flow of incoming mail out process that runs on the company particularly well the Finance Service.

Keyword: Letter, finance service, PHP.