ABSTRAK

Dalam laporan ini membahas tentang analisis proses mengelola perubahan pada implementasi *Financial and Contract Accounting* di PT Pos Indonesia Bandung yang bertujuan untuk mengetahui tentang bagaimana perusahaan mengelola perubahan yang terjadi pada saat transformasi sistem yang terjadi. Serta bagaimana perusahaan mengelola semua permintaan perubahan, perubahan darurat, perubahan yang diterima atau ditolak dan proses dokumentasi atas perubahan yang terjadi. Teori yang digunakan adalah COBIT 5 untuk menunjang analisis yang dilakukan. Semua data diperoleh dari hasil wawancara dan observasi yang dilakukan dalam analisis. Temuan analisis dalam mengelola perubahan adalah semua perubahan yang terjadi dikeola dengan standar yang ada diperusahaan serta rapat-rapat yang dilakukan untuk pengambilan keputusan.

Kata kunci :
SAP, *Financial and Contract Accounting*, COBIT 5, Wawancara, Observasi, Mengelola Perubahan, Analisis, Rapat

ABSTRACT

In this report discusses the analysis of the process of managing changes to the implementation of the Financial and Contract Accounting at PT Pos Indonesia Bandung which aims to find out about how companies manage the changes that occur during the transformation of the system occurs. As well as how the company manages all requests for changes, emergency changes, the changes are accepted or rejected and the process of documentation of the changes that occur. The theory used is COBIT 5 to support the analysis conducted. All data obtained from interviews and observations made in the analysis. The findings of the analysis in managing the changes are all changes that occur dikeola with existing standards in the company and conducted meetings for decision making.

Keywords :
SAP, Financial and Contract Accounting, COBIT 5, interview, observation, Managing Change, Analysis, Meetings

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DAFTAR SINGKATAN

ERP	=	*Enterprise Resource Planning*
SAP	=	*System Application and Product*
FICO	=	*Financial and Contract Accounting*
FI`	=	*Financial Accounting*
FSCM	=	*Financial Supply Chain Management*
CO	=	*Controlling*
MM	=	*Material Managemet*
SD	=	*Sales and Distribution*
LE	=	*Logistic Execution*
PP	=	*Production Planning*
QM	=	*Quality Management*
PM	=	*Plant Maintenance*
PS	=	*Project System*
HR	=	*Human Resource*
R	=	*Responsible*
A	=	*Accountable*
C	=	*Consulted*
I	=	*Informed*
N	=	*Not Achieved*
P	=	*Partially Achieved*
L	=	*Large Achieved*
F	=	*Fully Achieved*

DAFTAR LAMPIRAN

LAMPIRAN A A1
LAMPIRAN B B1
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