**Training**

**For**

**Datatex ERP (NOW VER. 5.0)**

**Advance Payment Notes - Validation & checkpoints**

Submitted to:

Users & Operators

By: Shraddha Sharma

(Version 1.0)

Date – July 6th 2023



SKAPS Industries

**Advance Payment Notes - Validation & checkpoints**

* APN process is used with the co-ordination of two different locations/departments i.e. Plant/Purchase and Finance.
* Users are facing issues during calculations of APN amount, so to ease their confusions and to guide them to follow rules to create or close APN with its open amount, this training session was created.
* Users with overall involved with this process were invited to attend the session, and share their issues or suggestions if any.
* Points included in training are as below:
  + Why APN is initiated?
  + PO/APN/MRN relation and its impact on one another
  + Closing of APN, when amount is settled down
  + Calculations for APN
  + Reports for APN that are available in NOW

**New suggestions for us**

* To stop set off for APN from MRN Level
* To fix revise PO if its Payment Term is affected

**Participants for APN Training**

Training conducted on: 6th July,2023

Training given by: Shraddha A Sharma

Location: All

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| |  |  |  | | --- | --- | --- | | **Sr. No.** | **Name** | **Location** | | 1 | Shraddha Sharma | AO (Organiser) | | 2 | Kit Materials | Plant | | 3 | Jaydip Thakor | Plant | | 4 | Chandan Kumar | Plant | | 5 | Arup Maity | Plant | | 6 | Hitesh Rawat | AO | | 7 | Alpesh Mahida | Plant | | 8 | Kiran Patel | AO | | 9 | Krishna Modi | AO | | 10 | Anal Pandya | AO | |