AP Payments - Agvance SKY Vendor

Last Modified on 07/15/2026 3:26 pm CDT

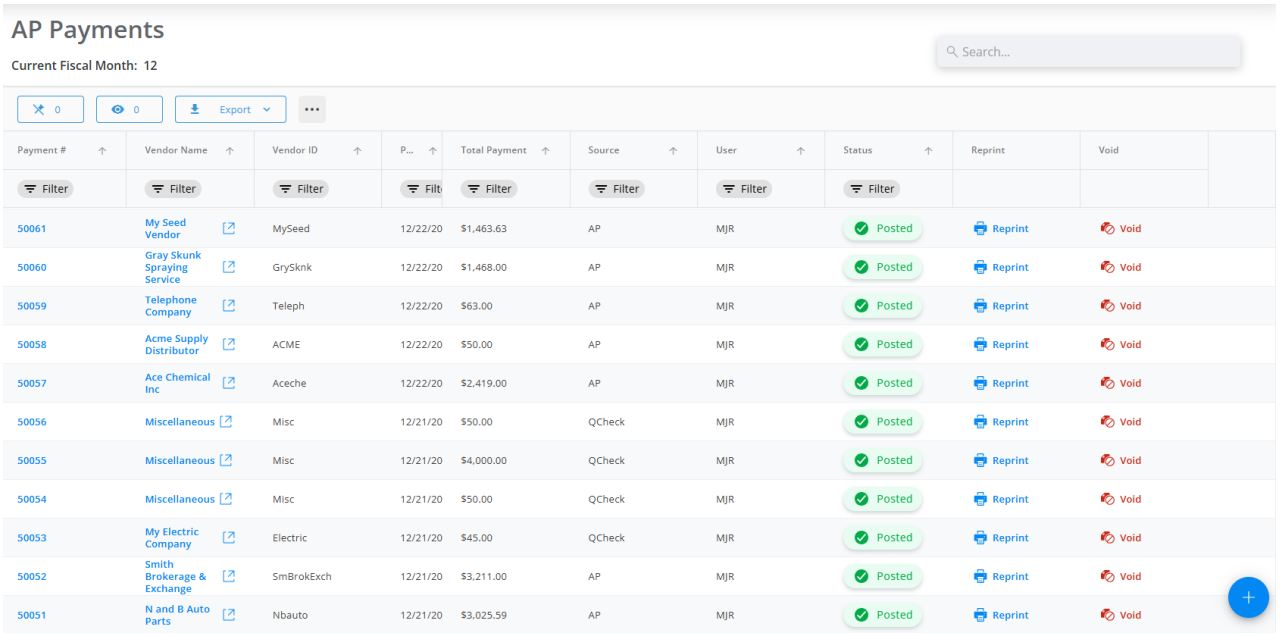
Overview

View a listing of AP Payments from Agvance data. Payments displayed will adhere to the Vendor Restrictions from Agvance. In Agvance SKY Admin, the *Vendor* toggle can be turned on or off for each User to allow or deny access to Agvance SKY Vendor.

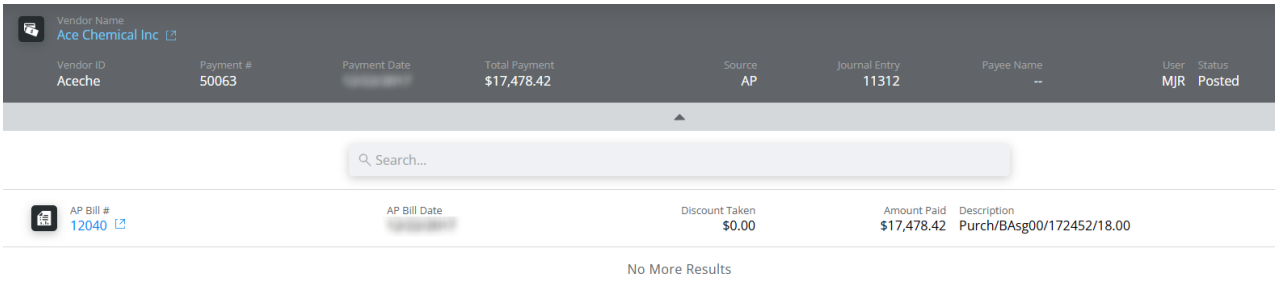
The *AP Payments* **grid** displays Vendor Payments with the option to search and filter to find specific Payments.

Options are available to **Reprint** or **Void** at the far-right of the grid. Select the **Filter** button to filter by *Vendor Status*, *Payment Date*, *Payment Number*, and/or *Status*. After filters have been selected, choose **Apply Filters**.

Selecting the **Vendor Name** opens that Vendor's profile as view-only information.



Select a **Payment #** in the grid to view additional Payment details. The **AP Bill #** link opens that Bill in a new tab. Selecting the **Vendor Name** opens that Vendor's profile as view-only information. The *Search* field can be used to filter the AP Bills listed.



Add an AP Payment

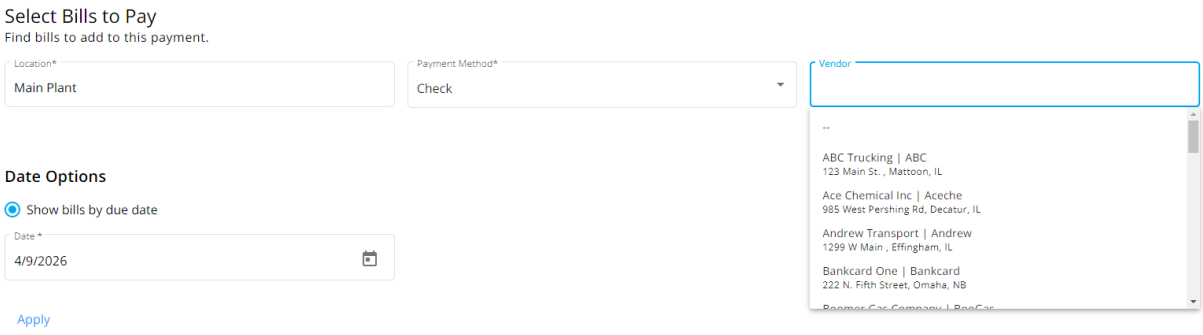
Adding AP Payments is available for those with *Add/Edit AP Payments* turned on in Agvance SKY Admin.

AP Payments can be added in Agvance SKY Vendor using the process below.

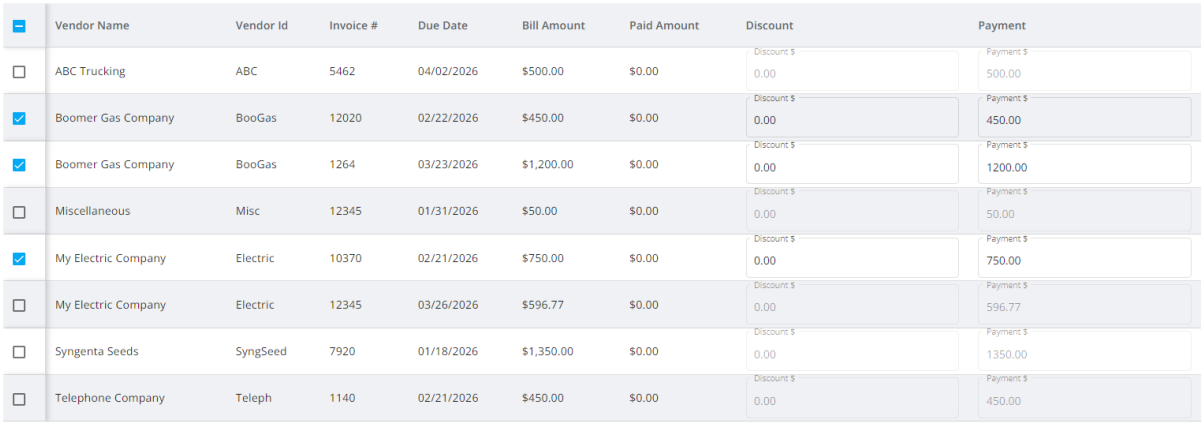
Note: Currently, PrintBoss is not available for AP Payments. Right now, the payment file is sent to a PDF and can be sent to a printer from there.

Note: It is very important to allow popups for the page to ensure PDF files are able to load/open properly.

1. Select the **+** button to add an A/P Payment.
2. Choose the appropriate *Location* from the drop-down then indicate the *Payment Method*. The method selected here determines the Vendors that display. Optionally select a Vendor from the drop-down to only display bills for that Vendor.

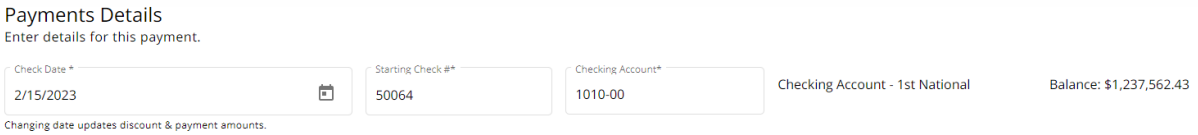


3. Select the due by *Date* and choose **Apply**. Today's date defaults but can be changed.
4. Choose the checkbox(es) for the Bill(s) to pay. All Bills can be selected by choosing the checkbox in the header row. Once Bills are selected, the *Discount* and/or *Payment* amounts can be edited.

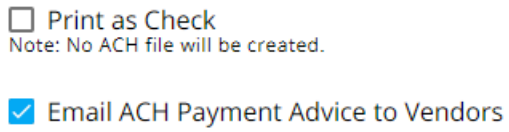


Vendor Name	Vendor Id	Invoice #	Due Date	Bill Amount	Paid Amount	Discount	Payment
ABC Trucking	ABC	5462	04/02/2026	$500.00	$0.00	0.00	500.00
Boomer Gas Company	BooGas	12020	02/22/2026	$450.00	$0.00	0.00	450.00
Boomer Gas Company	BooGas	1264	03/23/2026	$1,200.00	$0.00	0.00	1200.00
Miscellaneous	Misc	12345	01/31/2026	$50.00	$0.00	0.00	50.00
My Electric Company	Electric	10370	02/21/2026	$750.00	$0.00	0.00	750.00
My Electric Company	Electric	12345	03/26/2026	$596.77	$0.00	0.00	596.77
Syngenta Seeds	SyngSeed	7920	01/18/2026	$1,350.00	$0.00	0.00	1350.00
Telephone Company	Teleph	1140	02/21/2026	$450.00	$0.00	0.00	450.00

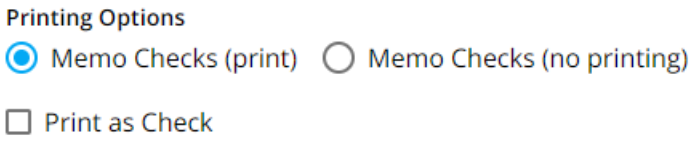
5. In the *Payment Details* section, indicate the *Check Date*. Today's date is the default but can be changed. If the date is changed, discount and payment amounts will be updated accordingly. The *Starting Check #* also defaults as the next available check number but can be altered. The Checking Account defaults based on the Location selected, but an alternate checking account can be chosen if applicable. The checking account name and *Balance* are provided.



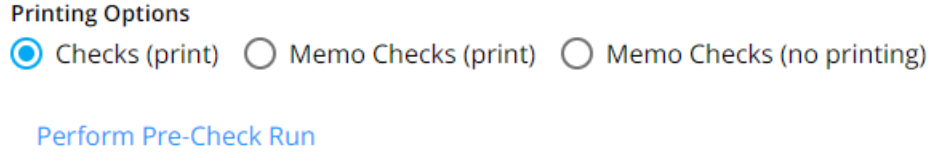
6. Select the appropriate *Printing Options*.
    - With *ACH* selected in Step 2:
        - Choose *Print as Check* to print the payment to a PDF file and print a check for this vendor. *Email ACH Payment Advice to Vendors* is available when the *One report per vendor for payment advice* option selected in Agvance Windows at *Accounting / Setup / Preferences* on the *A/P* tab. Emails will be sent to Vendors with information populated in the *Pay to ACH Account Information* section of the *1099 / Payment Info* tab of the Vendor profile.



    - With *EFT* selected in Step 2:
        - *Memo Checks (print)* prints to a PDF file which can then be sent to a printer. *Memo Checks (no printing)* posts the payment without sending the Memo Checks to a PDF file. Select *Print as Check* to send the checks to a PDF to then be sent to a printer.



    - With *Check* selected in Step 2:
        - *Checks (print)* and *Memo Checks (print)* print the checks to a PDF file which can then be sent to a printer. *Memo Checks (no printing)* posts the payments as memo checks and does not print the memo checks to a PDF file.



7. Optionally select **Perform Pre-Check Run** and review the PDF that opens in a new tab.

8. Select **Post & Start New** to post the payment and make another or **Post Payment** to post the payment and return to the *AP Payments* screen.