







AP Payments - SKY Vendor

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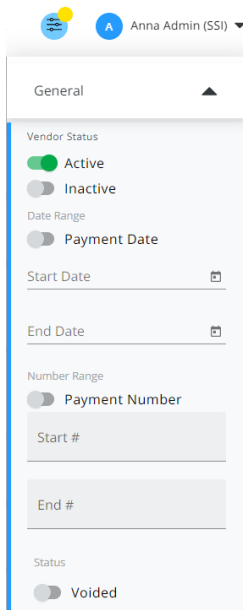
Overview

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

The *AP Payments* grid displays Vendor Payments with the option to search by *Vendor*, *Vendor ID*, *Payment #*, *Payment Date*, *Total Payment*, *Source*, *User*, or *Status*.

AP Payments		Search...						Export	
 Vendor Name Dukes Farm Supply	Vendor ID Dukesf	Payment # 50067	Payment Date 08/14/2024	Total Payment \$2,700.00	Source AP	User ssi	Status Posted		
 Vendor Name ABC Trucking	Vendor ID ABC	Payment # 50065	Payment Date 08/12/2024	Total Payment \$25.00	Source AP	User ssi	Status Posted		

Select the **Filter** button to filter by *Vendor Status*, *Payment Date*, *Payment Number*, and/or *Status*. After filters have been selected, choose **Apply Filters**.



Anna Admin (SSI)

General

Vendor Status

Active

Inactive

Date Range

Payment Date

Start Date

End Date

Number Range

Payment Number

Start #

End #

Status

Voided

Export all results displayed based on filters selected by choosing **Export**.

Select the **Ellipsis** on a Payment to *Reprint* or *Void*. Choosing the **Expand** provides up to three additional lines of details for that disbursement. Select one of the Bill numbers to view additional details for that Bill in a new tab. Select the Vendor to view all details for the disbursement.

Vendor Name	Vendor ID	Payment #	Payment Date	Total Payment	Source	User	Status
Dukes Farm Supply	Dukesf	50067	08/14/2024	\$2,700.00	AP	ssi	Posted

SHOWING 3 OF 3						
AP Bill #	AP Bill Date	Discount Taken	Amount Paid	Description		
9548	07/17/2024	\$0.00	\$2,300.00	Purch/DFrt00/Lime/10.00		
987	07/24/2024	\$0.00	\$100.00	Purch/Bag00/19-19-19Bg/5.00		
4533	07/30/2024	\$0.00	\$300.00	--		

The *Search* field can be used to filter the AP Bills listed. Select one of the Bill numbers to view additional details for that Bill in a new tab. Additionally, the **Vendor Name** can be selected to open the Vendor's profile.

Vendor Name	Vendor ID	Payment #	Payment Date	Total Payment	Source	Journal Entry	Payee Name	User	Status
Dukes Farm Supply	Dukesf	50067	08/14/2024	\$2,700.00	AP	11492	--	ssi	Posted

AP Bill #	AP Bill Date	Discount Taken	Amount Paid	Description
9548	08/17/2023	\$0.00	\$2,300.00	Purch/DFrt00/Lime/10.00
987	11/29/2023	\$0.00	\$100.00	Purch/Bag00/19-19-19Bg/5.00
4533	07/01/2024	\$0.00	\$300.00	--

No More Results

Add an AP Payment

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

AP Payments can be added in 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.

Select Bills to Pay
Find bills to add to this payment.

Location* Payment Method* Vendor

Date Options

Show bills by due date

Date *

[Apply](#)

ABC Trucking | ABC
123 Main St., Mattoon, IL

Ace Chemical Inc | Aceche
985 West Pershing Rd, Decatur, IL

Andrew Transport | Andrew
1299 W Main, Effingham, IL

Bankcard One | Bankcard
222 N. Fifth Street, Omaha, NB

Boomer Gas Company | BooGas

- Select the due by *Date* and choose **Apply**. Today's date defaults but can be changed.
- 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.

<input type="checkbox"/>	Vendor Name	Vendor Id	Invoice #	Due Date	Bill Amount	Paid Amount	Discount	Payment
<input type="checkbox"/>	ABC Trucking	ABC	5462	01/27/2022	\$500.00	\$0.00	Discount \$ 0.00	Payment \$ 500.00
<input checked="" type="checkbox"/>	Boomer Gas Company	BooGas	12020	12/22/2017	\$450.00	\$0.00	Discount \$ 0.00	Payment \$ 450.00
<input checked="" type="checkbox"/>	Boomer Gas Company	BooGas	1264	12/23/2017	\$1,200.00	\$0.00	Discount \$ 0.00	Payment \$ 1200.00
<input type="checkbox"/>	Miscellaneous	Misc	12345	01/31/2022	\$50.00	\$0.00	Discount \$ 0.00	Payment \$ 50.00
<input checked="" type="checkbox"/>	My Electric Company	Electric	10370	12/21/2017	\$750.00	\$0.00	Discount \$ 0.00	Payment \$ 750.00
<input type="checkbox"/>	My Electric Company	Electric	12345	12/26/2017	\$596.77	\$0.00	Discount \$ 0.00	Payment \$ 596.77
<input type="checkbox"/>	Syngenta Seeds	SyngSeed	7920	01/18/2018	\$1,350.00	\$0.00	Discount \$ 0.00	Payment \$ 1350.00
<input type="checkbox"/>	Telephone Company	Teleph	1140	12/21/2017	\$450.00	\$0.00	Discount \$ 0.00	Payment \$ 450.00

- 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.

Payments Details
Enter details for this payment.

Check Date * Starting Check #* Checking Account* Checking Account - 1st National Balance: \$1,237,562.43

Changing date updates discount & payment amounts.

- 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 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.

Print as Check
Note: No ACH file will be created.

Email ACH Payment Advice to Vendors

◦ 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.

Printing Options

Memo Checks (print) **Memo Checks (no printing)**

Print as Check

◦ 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.

Printing Options

Checks (print) **Memo Checks (print)** **Memo Checks (no printing)**

[Perform Pre-Check Run](#)

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.