# AP Payments - SKY Vendor

## 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*.



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

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

Select the **Ellipsis** on a Payment to **Reprint** or **Void**. Choosing the **Eye** provides up to three additional lines of details for that disbursement.



| Vendor Name | Vendor ID | Payment # | Payment Date | Total Payment | Source | User | Status |
|---|---|---|---|---|---|---|---|
| Golden Prairie Supply | Golden | 50001 | 12/18/2017 | $583,762.38 | AP | 1RE | Posted |

SHOWING 3 OF 4    VIEW ALL

| AP Bill # | AP Bill Date | Discount Taken | Amount Paid | Description |
|---|---|---|---|---|
| 2 | 10/27/2016 | $0.00 | $4,674.00 | Purch/Micr00/Borax/60.00 |
| 3 | 10/27/2016 | $0.00 | $556,855.63 | Purch/DFrt00/Ammsulf/850.00 |
| 4 | 10/27/2016 | $0.00 | $7,680.00 | Purch/Addi00/7/25.00 |

Select the Vendor to view all details for the disbursement. The *Search* field can be used to filter the AP Payments listed.



| Vendor Name | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Golden Prairie Supply | | | | | | | | |
| Vendor ID | Payment # | Payment Date | Total Payment | | Source | Journal Entry | Payee Name | User  Status |
| Golden | 50001 | 12/18/2017 | $583,762.38 | | AP | 14 | -- | 1RE  Posted |

🔍 Search...

| AP Bill # | AP Bill Date | Discount Taken | Amount Paid | Description |
|---|---|---|---|---|
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| 4 | 10/27/2016 | $0.00 | $7,680.00 | Purch/Addi00/7/25.00 |
| 5 | 10/27/2016 | $0.00 | $14,552.75 | Purch/LFrt00/0-0-62/10000.00 |

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.



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 | 01/27/2022 | $500.00 | $0.00 | 0.00 | 500.00 |
| ☑ | Boomer Gas Company | BooGas | 12020 | 12/22/2017 | $450.00 | $0.00 | 0.00 | 450.00 |
| ☑ | Boomer Gas Company | BooGas | 1264 | 12/23/2017 | $1,200.00 | $0.00 | 0.00 | 1200.00 |
| ☐ | Miscellaneous | Misc | 12345 | 01/31/2022 | $50.00 | $0.00 | 0.00 | 50.00 |
| ☑ | My Electric Company | Electric | 10370 | 12/21/2017 | $750.00 | $0.00 | 0.00 | 750.00 |
| ☐ | My Electric Company | Electric | 12345 | 12/26/2017 | $596.77 | $0.00 | 0.00 | 596.77 |
| ☐ | Syngenta Seeds | SyngSeed | 7920 | 01/18/2018 | $1,350.00 | $0.00 | 0.00 | 1350.00 |
| ☐ | Telephone Company | Teleph | 1140 | 12/21/2017 | $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 selected if applicable. The checking account name and *Balance* are provided.

Payments Details
Enter details for this payment.

| Check Date * | | Starting Check #* | Checking Account* | | |
|---|---|---|---|---|---|
| 2/15/2023 | 🗓 | 50064 | 1010-00 | Checking Account - 1st National | Balance: $1,237,562.43 |

Changing date updates discount & payment amounts.

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 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)* prints 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.