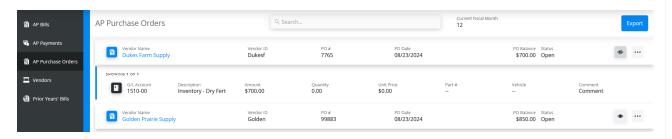
## AP Purchase Orders - SKY Vendor

Last Modified on 11/13/2025 3:58 pm CST

### Overview

AP Purchase Orders are available in the left navigation. Search for specific AP Purchase Orders by *Vendor Name*, *Vendor ID*, PO #, PO Date, and Status.

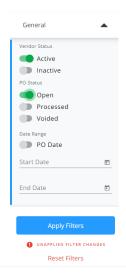
Select the **Expand** button to view additional details.



The **Ellipsis** can be selected to **Edit** or **Void** the Purchase Order. If editing, an option is available to *Mark as Processed* which will cause the AP PO to no longer be available to import into an AP Bill. This option may be needed if the AP PO was not pulled into an AP Bill and is no longer needed.

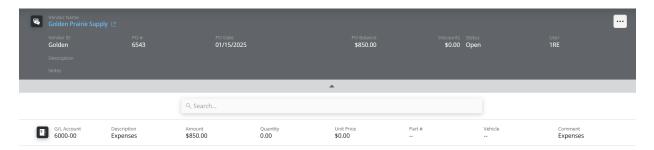
# General Info Vendor\* Quill Office Supplies | Quill Purchase Order #\* 7788 Open Purchase Order Date\* 12/18/2024 Description Mark as Processed 1

The **Filter** button can be selected to narrow down AP Purchase Orders by *Vendor Status*, *PO Status*, and/or *Date Range*. After selecting desired filter options, choose **Apply Filters**.



Choose Export to export all results displayed on the screen as a CSV file based on current searches/filters in place.

Select an AP Purchase Order to view more details and optionally search for specific line item details. Selecting the Vendor Name navigates to that Vendor's profile.



### Add an AP Purchase Order

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

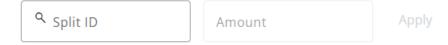
AP Purchase Orders can be added to accounts in SKY Vendor using the process below:

- 1. Select the + button to add an AP Purchase Order.
- 2. Choose the appropriate *Vendor* from the drop-down, then determine the *PO Numbering Location* from the drop-down. This determines the Location used for Purchase Order auto-numbering.

## General Info Select a vendor for the new purchase order below. Vendor\* ABC Trucking | ABC X 00MAIN X Purchase Order #\* 76452 Description 0 / 40

- 3. Enter the *Purchase Order #* and *Purchase Order Date*. The PO number may default if auto numbering is set up in Agvance. The date defaults as today's date but can be modified. A *Description* can optionally be entered.
- 4. Indicate the *Split ID* and *Amount* if the Purchase Order is to be split across multiple accounts. Choose **Apply**. This will apply the split and remove any existing lines.

Clicking "Apply" will apply the split and remove any existing lines.



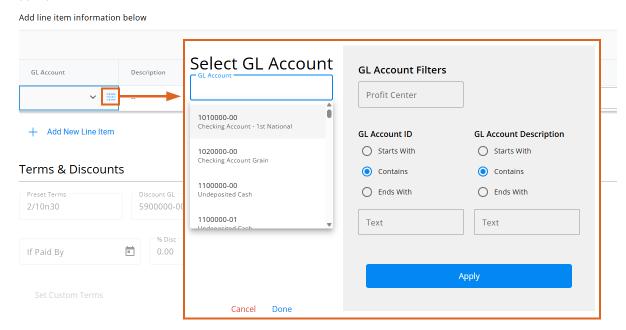
**Note:** Split IDs must first be set up in Agvance at Accounting / Setup / G/L / G/L Splits.

-OR-

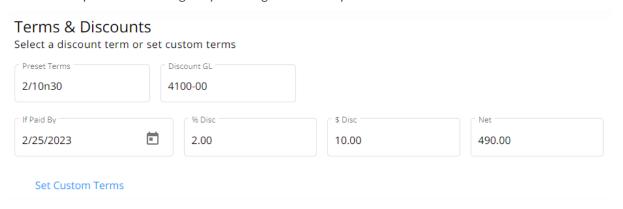
Select in the *GL Account\** field and choose the appropriate account for this PO. The *Description* defaults in as the description entered on the account in Agvance. Optionally enter the *Amount*, a brief *Comment*, and the *Quantity*. Select a *Vehicle Location* and/or *Vehicle* from the drop-down. Optionally enter a *Unit Price* and/or *Part* #. Select **Add New Line Item** to create additional lines.



Optionally select the **Filter** icon within the *GL Account* field to filter the *GL Account* drop-down. Filter by *Profit Center*, *GL Account ID*, and/or *GL Account Description*. Once filters are indicated, choose **Apply**. Select in the *GL Account* drop-down on the left to display GL Accounts matching the filters applied. After choosing the appropriate GL Account, select **Done**.



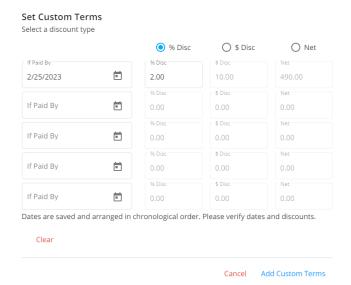
5. Select in the *Preset Terms* field to set terms for this Purchase Order. The *Discount GL* defaults from the Location setup but can be changed by selecting from the drop-down.



**Note:** An *Amount* must be present in the *Expense Breakdown & Predefined Split* section for this option to be available.

- 6. The *If Paid By* date(s) default if a Preset Term is selected but can be modified. If a Purchase Order was imported, any applicable discount information will be populated but can be altered.
  - Select Set Custom Terms to enter discount information not currently saved as Preset Terms. Choose

### Add Custom Terms to apply this discount to the Purchase Order.



7. Enter any additional *Notes* and review the *Total*, *Discount*, and *Net* amounts. Select **Post & Start New** to post this Purchase Order and enter another or **Post Purchase Order** to post the Purchase Order and return to the *AP Purchase Orders* screen.

### Notes



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