





AP Purchase Orders - SKY Vendor

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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 **Eye** button to view additional details. The **Ellipsis** can be selected to **Edit** or **Void** the Purchase Order.

AP Purchase Orders		<input type="text" value="Search..."/>					<button>Export</button>	
	Vendor Name N and B Auto Parts	Vendor ID Nbauto	PO # 1537	PO Date 05/09/2022	PO Balance \$722.00	Status Open		
SHOWING 1 OF 1								
	G/L Account 6030-00	Description Shop Expenses	Amount \$722.00	Quantity 0.00	Unit Price \$0.00	Part # --	Vehicle --	Comment fuel injector rep...

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**.

General

Vendor Status

Active

Inactive

PO Status

Open

Processed

Voided

Date Range

PO Date

Start Date

End Date

Apply Filters

UNAPPLIED FILTER CHANGES

Reset 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.

Back

Purchase Orders

N and B Auto Parts(Nbauto)#1537

Vendor Name

N and B Auto Parts

Vendor ID

Nbauto

PO #

1537

PO Date

05/09/2022

PO Balance

\$722.00

Discounts

\$0.00

Status

Open

User

1RE

Description

Notes

Search...

G/L Account	Description	Amount	Quantity	Unit Price	Part #	Vehicle	Comment
6030-00	Shop Expenses	\$722.00	0.00	\$0.00	--	--	fuel injector repair

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.

Posting Info

Select a vendor for the new purchase order below

Vendor*

ABC Trucking | ABC

3. In the *PO Info* section, enter the *Purchase Order #* and *Purchase Order Date*. The PO number may default in if auto numbering is set up in Agvance. Also, the date defaults as today's date but can be modified. A *Description* can optionally be entered.

PO Info

Enter general PO info below

Purchase Order #*

76452

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Purchase Order Date *

2/15/2023

Description

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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.

Expense Breakdown & Predefined Split

Split the purchase order across multiple accounts below

Split ID

Amount

0.00

Apply

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.

Add line item information below

GL Account	Description	Amount 0.00	Comment*	Quantity 0.000
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[Advanced Search](#) 0 / 40

Vehicle Location	Vehicle	Unit Price 0.00	Part #
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Optionally select **Advanced Search** under 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.

Select GL Account

GL Account

1010000-00
Checking Account - 1st National

1020000-00
Checking Account Grain

1100000-00
Undeposited Cash

1100000-01
Undeposited Cash

1100000-02
Undeposited Cash

1100000-03
Undeposited Cash

GL Account Filters

Profit Center

GL Account ID

☐ Starts With

☒ Contains

☐ Ends With

GL Account Description

☐ Starts With

☒ Contains

☐ Ends With

Text

Text

Apply

Cancel
Done

- 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.

Terms & Discounts

Select a discount term or set custom terms

Preset Terms 2/10n30	Discount GL 4100-00		
If Paid By 2/25/2023	% Disc 2.00	\$ Disc 10.00	Net 490.00

[Set Custom Terms](#)

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

- 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.

Set Custom Terms

Select a discount type

☒ % Disc
 ☐ \$ Disc
 ☐ Net

If Paid By	% Disc	\$ Disc	Net
2/25/2023	2.00	10.00	490.00
If Paid By	% Disc	\$ Disc	Net
	0.00	0.00	0.00
If Paid By	% Disc	\$ Disc	Net
	0.00	0.00	0.00
If Paid By	% Disc	\$ Disc	Net
	0.00	0.00	0.00
If Paid By	% Disc	\$ Disc	Net
	0.00	0.00	0.00

Dates are saved and arranged in chronological order. Please verify dates and discounts.

Clear

Cancel

Add Custom Terms

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

Notes

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