

# AP Purchase Orders - SKY Vendor

Last Modified on 06/17/2026 7:11 am CDT

## 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.

Vendor Name	Vendor ID	PO #	PO Date	PO Balance	Status		
Dukes Farm Supply	Dukesf	7765	08/23/2025	\$700.00	Open		
SHOWING 1 OF 1							
G/L Account	Description	Amount	Quantity	Unit Price	Part #	Vehicle	Comment
1510-00	Inventory - Dry Fert	\$700.00	0.00	\$0.00	--	--	
Golden Prairie Supply	Golden	99883	08/23/2025	\$850.00	Open		

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 Status Open

Purchase Order Date\* 02/18/2026 Description  Mark as Processed ⓘ

Notes

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. Selecting the Vendor Name navigates to that Vendor's profile.

The screenshot shows a vendor profile for 'Golden Prairie Supply' with a PO # of 6543, PO Date of 03/15/2026, PO Balance of \$850.00, Discounts of \$0.00, Status of Open, and User of 1RE. Below this is a table with a search bar and a single row of data:

	G/L Account	Description	Amount	Quantity	Unit Price	Part #	Vehicle	Comment
	6000-00	Expenses	\$850.00	0.00	\$0.00	--	--	Expenses

## Add an AP Purchase Order

Adding AP Purchase Orders is available for those with *Add/Edit AP Purchase Orders* turned on in SKY Admin. Select the + button to add an AP Purchase Order.

## General Info

1. 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.
- 2.

### General Info

Select a vendor for the new purchase order below.

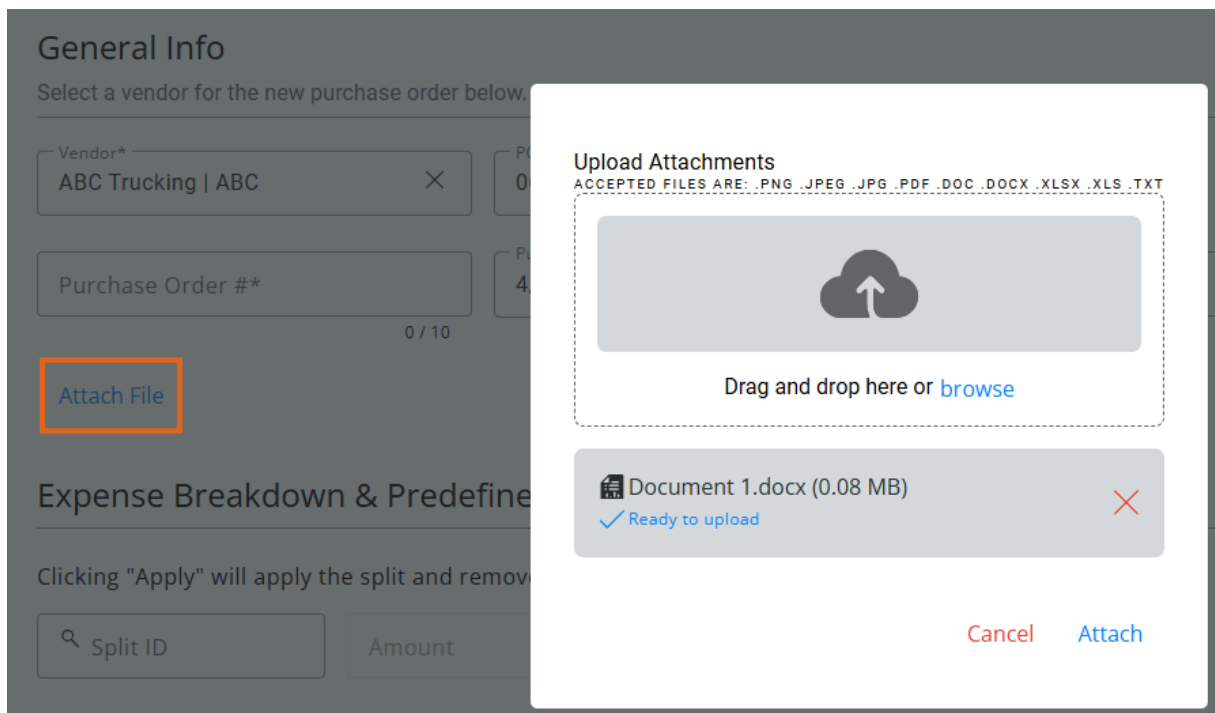
Vendor* ABC Trucking   ABC	PO Numbering Location* 00MAIN	
Purchase Order #* 76452	Purchase Order Date* 11/13/2025	Description

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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. Choose **Attach File** to upload applicable documents for the AP PO. These files will flow to the AP Bill when the AP PO is imported into an AP Bill.

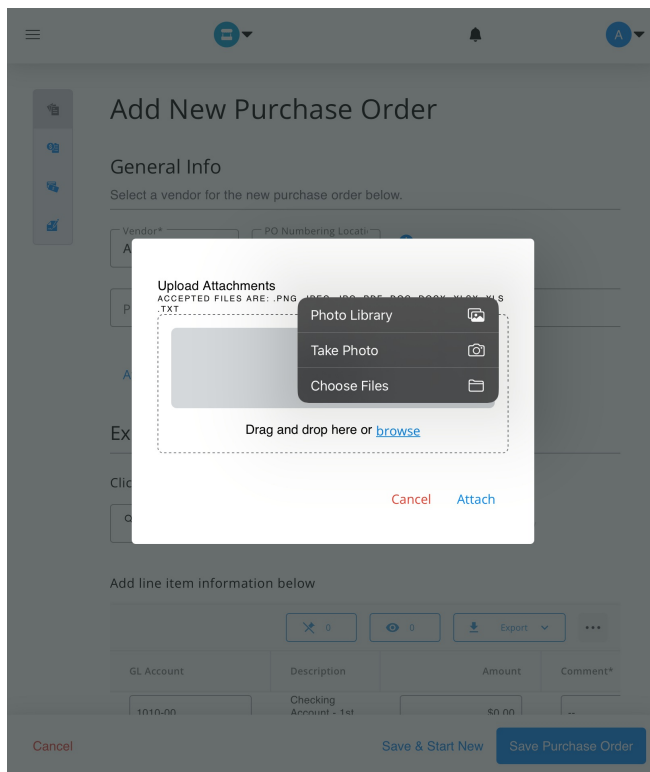
### Upload via Desktop

Drag and drop the file(s) into the designated area, or select **browse** to find the appropriate file(s). Files display indicating the size and if it is *Ready to upload*. Select the **X** to remove the file. When finished, choose **Attach**.



### Upload via Phone/Tablet

When uploading a file with a mobile device, tap **browse**. From the menu that displays, choose to open the *Photo Library*, *Take Photo*, or *Choose Files*. The *Take Photo* option opens the device's camera to take a picture of the document if it has not yet been saved to the device.



# Expense Breakdown & Predefined Split

1. 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.

A form with three input fields. The first field is labeled "Split ID" and contains a magnifying glass icon. The second field is labeled "Amount". The third field is labeled "Apply" and is a button.

**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

A screenshot of a web form for adding a line item. It features a table with columns: GL Account, Description, Amount, Comment\*, Quantity, Vehicle Location, Vehicle, Unit Price, and Part #. Below the table is a "+ Add New Line Item" button.

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**.

Add line item information below

A screenshot of a dialog box titled "Select GL Account". It shows a list of GL Accounts with their IDs and descriptions. To the right, there are "GL Account Filters" for Profit Center, GL Account ID, and GL Account Description, each with radio button options for "Starts With", "Contains", and "Ends With". There are also text input fields for each filter. At the bottom, there are "Cancel" and "Done" buttons.

GL Account ID	GL Account Description
1010000-00	Checking Account - 1st National
1020000-00	Checking Account Grain
1100000-00	Undeposited Cash
1100000-01	Undeposited Cash

# Terms & Discounts

1. 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  
3/23/2026

% 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.

2. 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.
  - o 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
3/23/2026	2.00	10.00	490.00
If Paid By	0.00	0.00	0.00
If Paid By	0.00	0.00	0.00
If Paid By	0.00	0.00	0.00
If Paid By	0.00	0.00	0.00

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

[Clear](#)

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Cancel
Add Custom Terms

# Notes & Posting

1. 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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Notes

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