

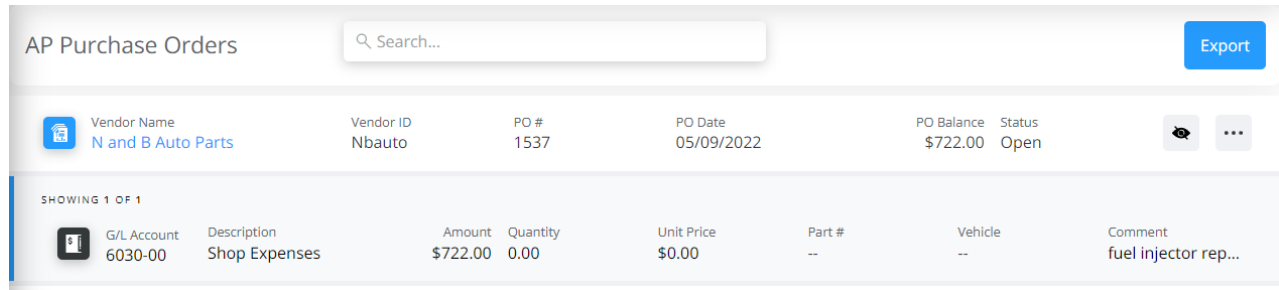
AP Purchase Orders - SKY Vendor

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Overview

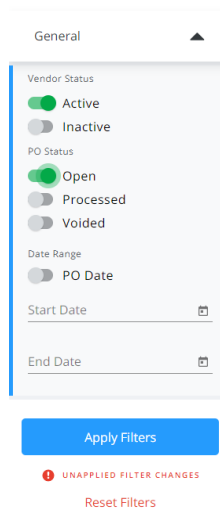
AP Purchase Orders are available in the left navigation. Search for specific AP Purchase Orders by *Vendor Name*, *Vendor ID*, *PO #*, *PO Date*, and *Status*.

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



The screenshot shows the 'AP Purchase Orders' interface. At the top, there is a search bar with the placeholder text 'Search...' and an 'Export' button on the right. Below the search bar, there is a table with the following columns: Vendor Name, Vendor ID, PO #, PO Date, PO Balance, and Status. The table contains one row with the following data: Vendor Name: N and B Auto Parts, Vendor ID: Nbauto, PO #: 1537, PO Date: 05/09/2022, PO Balance: \$722.00, Status: Open. To the right of the table, there are two icons: an eye icon and an ellipsis icon. Below the table, there is a section labeled 'SHOWING 1 OF 1' with a table of line items. The line item table has the following columns: G/L Account, Description, Amount, Quantity, Unit Price, Part #, Vehicle, and Comment. The line item has the following data: 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**.



The screenshot shows the filter menu. It is titled 'General' and has a dropdown arrow. The menu contains the following sections: Vendor Status (Active, Inactive), PO Status (Open, Processed, Voided), and Date Range (PO Date). Below the filter menu, there is an 'Apply Filters' button. Below the button, there is a red notification icon and the text 'UNAPPLIED FILTER CHANGES'. Below the notification, there is a 'Reset Filters' link.

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	PO #	PO Date	PO Balance	Discounts	Status	User	
Nbauto	1537	05/09/2022	\$722.00	\$0.00	Open	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 5 / 10

Purchase Order Date *
2/15/2023

Description
0 / 40

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
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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 Advanced Search	Description	Amount 0.00	Comment*	Quantity 0.000
Vehicle Location	Vehicle	Unit Price 0.00	Part #	

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

Cancel Done

GL Account Filters

Profit Center

GL Account ID	GL Account Description
<input type="radio"/> Starts With	<input type="radio"/> Starts With
<input checked="" type="radio"/> Contains	<input checked="" type="radio"/> Contains
<input type="radio"/> Ends With	<input type="radio"/> Ends With

Text	Text
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Apply

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.

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

	<input checked="" type="radio"/> % Disc	<input type="radio"/> \$ Disc	<input type="radio"/> Net
If Paid By 2/25/2023	% Disc 2.00	\$ Disc 10.00	Net 490.00
If Paid By	% Disc 0.00	\$ Disc 0.00	Net 0.00
If Paid By	% Disc 0.00	\$ Disc 0.00	Net 0.00
If Paid By	% Disc 0.00	\$ Disc 0.00	Net 0.00
If Paid By	% Disc 0.00	\$ Disc 0.00	Net 0.00

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

[Clear](#)

[Cancel](#) [Add Custom Terms](#)

- 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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