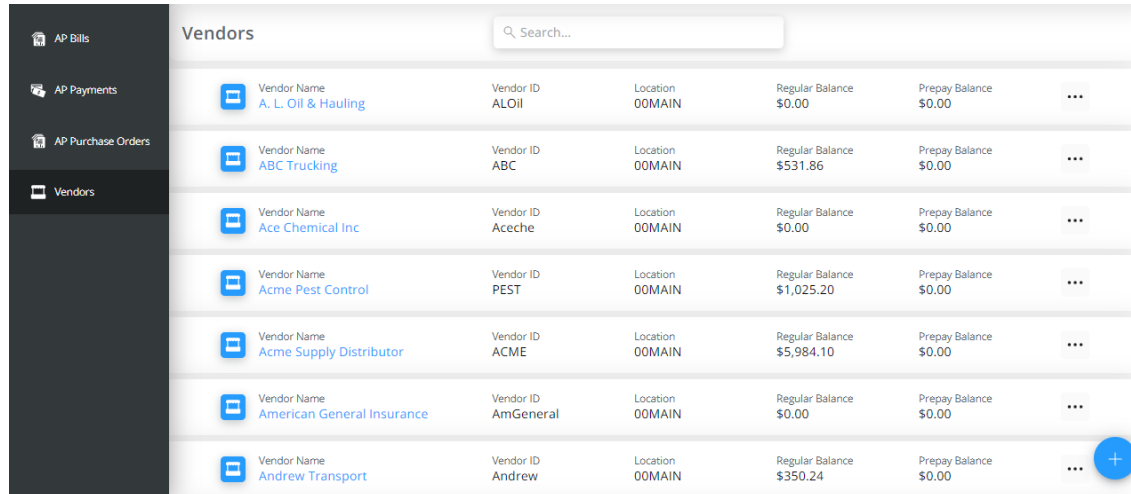


Vendors - SKY Vendor

Last Modified on 04/07/2026 4:00 pm CDT

Overview

A listing of all Vendors is available in SKY Vendor. The list can be narrowed down by selecting the **Filter** icon and specifying the *Vendor Status* and/or *Vendor Locations*. Vendors can be added or edited by those with the *Add/Edit Vendors* permission enabled in SKY Admin.



Vendor Name	Vendor ID	Location	Regular Balance	Prepay Balance	
A. L. Oil & Hauling	ALOIL	00MAIN	\$0.00	\$0.00	...
ABC Trucking	ABC	00MAIN	\$531.86	\$0.00	...
Ace Chemical Inc	Aceche	00MAIN	\$0.00	\$0.00	...
Acme Pest Control	PEST	00MAIN	\$1,025.20	\$0.00	...
Acme Supply Distributor	ACME	00MAIN	\$5,984.10	\$0.00	...
American General Insurance	AmGeneral	00MAIN	\$0.00	\$0.00	...
Andrew Transport	Andrew	00MAIN	\$350.24	\$0.00	...

Vendor information can be viewed by selecting the Vendor in the list. The *Information* tab displays the *Profile*, *Contact Info*, *Notes*, *Payment and 1099 Info*, *Attributes*, and *Classifications*. The *Attachments* tab displays files attached to the Vendor profile and gives the ability to view or delete the attachment by selecting the **Ellipsis**.

Choose the **Ellipsis** on the Vendor then select **Edit** if changes need to be made.

Note: If the Vendor has a balance, they cannot be changed to *Inactive*.

Add a Vendor by selecting **+ Add Vendor** in the bottom right.

Add a Vendor

Profile

Profile

Misc vendor and contact information

Vendor ID * FarMar 6 / 10	Vendor Name * Farmer's Market 15 / 50	Location * 00MAIN 0 / 50
Our Account # 0 / 20	Terms Code	Website URL 0 / 50

Attachment(s)

[Attach File](#)

1. Enter a *Vendor ID* and *Vendor Name*.

Note: Once the Vendor is saved, the Vendor ID cannot be modified.

2. The *Our Account #*, *Terms Code*, and *Website URL* fields are optional.

Note: Terms Codes must first be set up in Agvance before they can be applied to a Vendor here.

3. Select **Attach File** to browse and locate the appropriate files to attach. These can then be viewed on the *Attachments* tab when viewing the Vendor's information.

Contact Info

Contact Info

Address 1 0 / 50	Address 2 0 / 50		
City 0 / 30	State 0 / 10	Zip 0 / 10	
Country 0 / 20	Phone #1 0 / 20	Phone #2 0 / 20	Fax 0 / 20
Email 0 / 60			

1. Under *Contact Info*, enter the *Address 1/Address 2* information. If the address is only one line, enter it in *Address 2*. *Address 1* could be used for a *Care of* if needed.
2. Fill out the remaining fields as applicable. The *State* and *Country* fields are drop-downs.

Notes

Notes

Notes

0 / 255

1. Notes for the Vendor can be entered here.

Payment and 1099 Info

Note: This area is only shown if the *Add/Edit Payment Info on Vendor Profile* permission is enabled in [SKY Admin](#).

Payment and 1099 Info

Add 1099 information, payment method, and payment options

1099 Type	Default Expense Account	1099 Form Company Name	Federal Tax ID #
		<small>Leave blank to print the vendor name from the profile section</small>	<small>0 / 50</small>

1099 Paid Amount	Total Paid Amount
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Payment Method:
PICK FROM THE LIST

Check

ACH

EFT

Payment Options:
PICK FROM THE LIST

Hold Payment Pay Only 1 Bill Per Check Electronic PO Vendor

1. The *1099 Type* and *Default Expense Accounts* can be specified by choosing from the drop-downs.
2. Enter the *1099 Form Company Name* and *Federal Tax ID #*.
3. Indicate the *Payment Method* and optionally check any of the *Payment Options*.
4. The *1099 Paid Amount* and *Total Paid Amount* areas display as read-only information.

Note: These totals are only available after 1099 activity has been posted. When a new Vendor is added, no totals will appear until 1099 activity has been recorded for that Vendor.

Attributes

Attributes

Attribute	Value
GLN	

0 / 60

Hide Optional Attributes ▼

1. Select **View Optional Attributes** **▲**.
2. Attributes set up in Agvance display with a field to enter the *Value*.

Classifications

Classifications

Select Classes

FUEL X UTILITIES X

1. Classifications set up in Agvance can be chosen by using the *Select Classes* drop-down.
2. Choose one or more Classifications. Remove Classifications by selecting the **X** on the label.

When finished filling out the information for the Vendor, select **Add & Start New** to begin adding a new Vendor or **Add Vendor** to save the Vendor and return to the Vendor list.