Purchase Invoices - Agvance SKY Product

Last Modified on 10/19/2026 7:30 am CDT

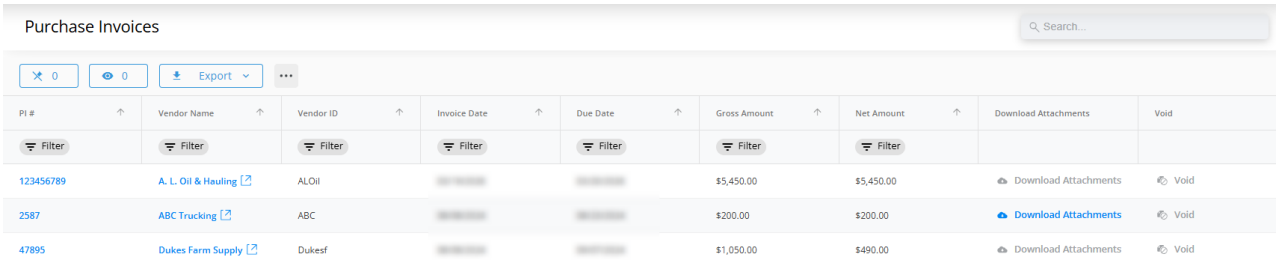
View a listing of Purchase Invoices. In **Agvance SKY Admin**, access to Product can be turned on or off for each Role to allow or deny access to Agvance SKY Product.

The *Purchase Invoices* **grid** displays Purchase Invoices with the option to search and filter to find specific PIs.

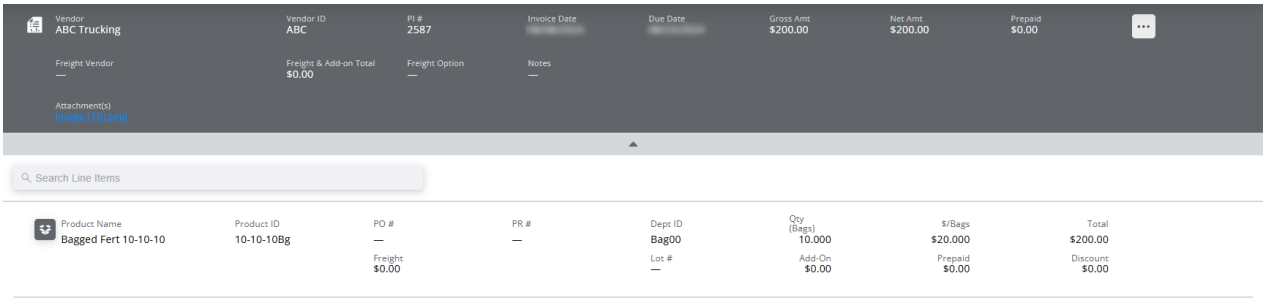
Action buttons are available at the far right of the grid to **Download Attachments** (if any exist on the Purchase Invoice) or **Void**.

Select the **Filter** button to filter by *Date Range*, *Status*, and/or *Location*. After filters have been selected, choose **Apply Filters**.

Selecting the **Vendor Name** opens that Vendor's profile as view-only information.



Select a **PI #** in the grid to view additional details.

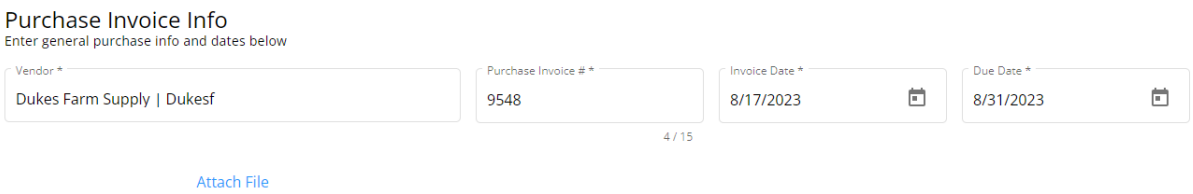


Those with the *Add/Edit Purchase Invoices* option enabled in Agvance SKY Admin have the **+ Add Purchase Invoice** button enabled at the bottom of the window.

Add a Purchase Invoice

Purchase Invoice Info

1. Select a Vendor from the *Vendor* drop-down.



2. Enter a *Purchase Invoice #*.
3. Select the *Invoice* and *Due Date*.
4. If applicable, select **Attach File** to browse for and select relevant documents.

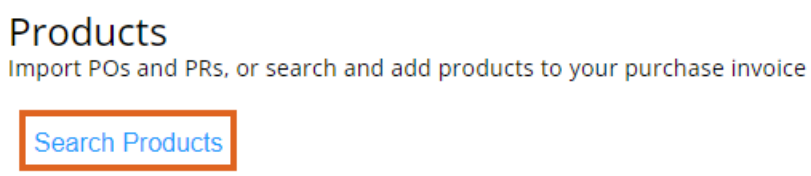
Products

Import POs and PRs or search and add Products to the Purchase Invoice.

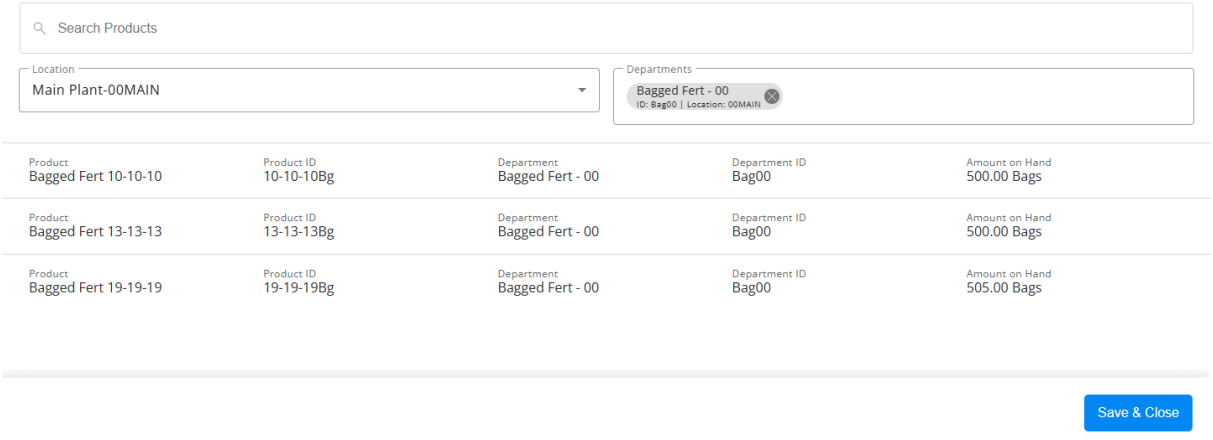
> Support for Motor Fuel Taxes is coming soon.

Search Products

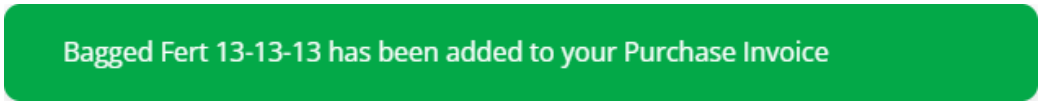
1. Choose **Search Products** to begin adding Products to the Purchase Invoice.



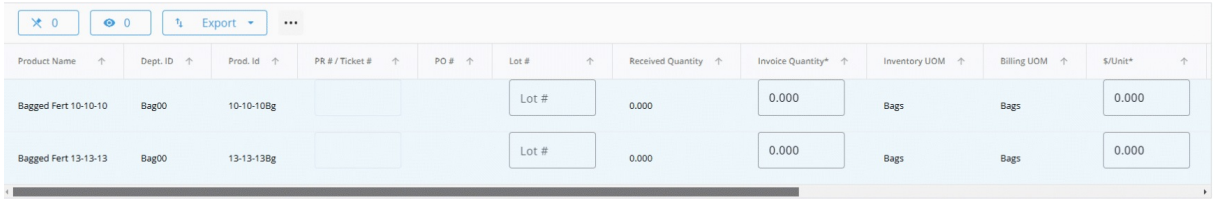
2. A window displays to find and select Products. Use the *Search Products* field to find specific Products. The Product list can be narrowed down by specifying a *Location* and/or single or multiple *Departments*.



3. Upon selecting a Product, a confirmation displays at the bottom.

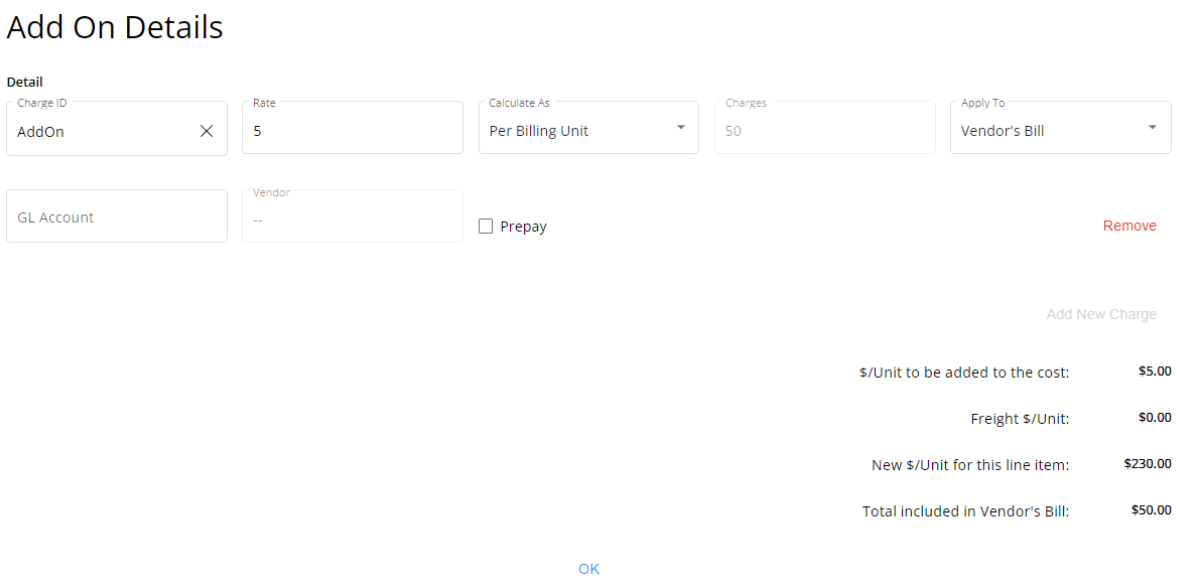


4. When finished adding Products, select the **Save & Close**.
5. Products selected display in a grid with numerous capabilities. Products can be removed by hovering over the line item and selecting the **Delete** icon.



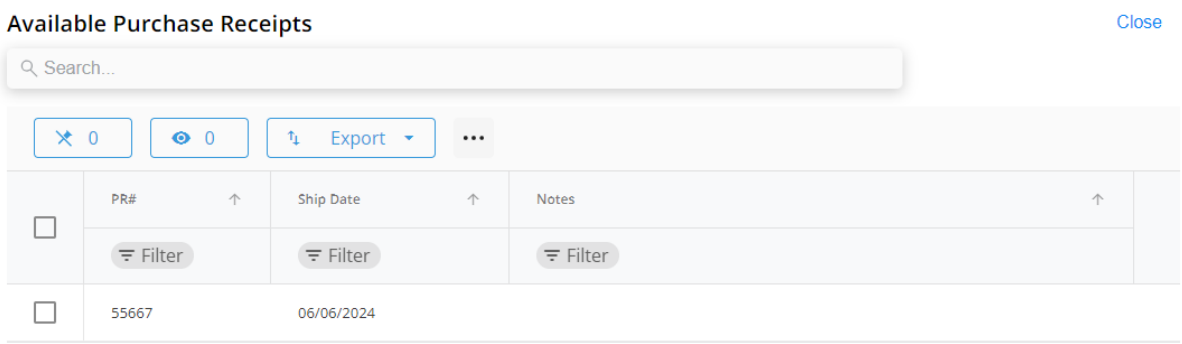
6. Select in the *Lot Number* field to choose from Lot Numbers already set up in Agvance Windows.
7. Enter the *Invoice Quantity*.
8. Enter the *$/Unit* or *Total*. If the *$/Unit* is entered, the *Total* will automatically calculate and vice versa.
9. Check the *Prepay* box if applicable.
10. Choose **View** to see any Add-On charges applied to the Product. Additional charges can be applied by selecting **Add New Charge**. If a Product is set up in a Classification with Add-On charges, those will be automatically applied to the line item.

    Note: Add-On Charges must already be set up in Agvance Windows.
11. On the *Add On Details* window, select the *Charge ID* from the drop-down. Information from the Add-On charge set up in Agvance Windows will default but the *Rate*, *Calculate As*, and *Apply To* can be edited. With Vendor's Bill selected from the *Apply To* drop-down, *Prepay* can be checked if applicable. If*Accrued* is selected, the *GL Account* and *Vendor* can be indicated.
12. Review the totals in the bottom right and select **OK**.



Import Purchase Receipt

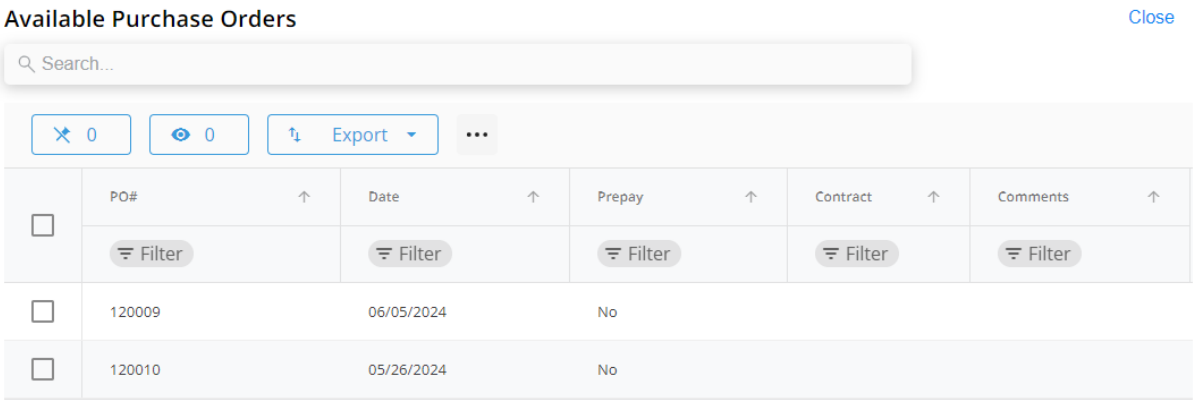
1. Select **Import Purchase Receipt** to choose from available Purchase Receipts for this Vendor. Selecting **Close** minimizes this grid and can be expanded if needed.



2. Use the *Search* to find specific Purchase Receipts in the grid.
3. Check the Purchase Receipt to import. Products from the Purchase Receipt will display in the *Products* grid below.
4. Follow Steps 6-12 in the *Search Products* section above.

Import Purchase Order

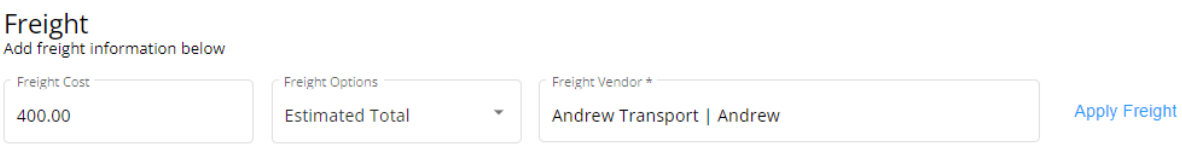
1. Select **Import Purchase Order** to choose from available Purchase Orders for this Vendor. Selecting **Close** minimizes this grid and can be expanded if needed.



2. Use the *Search* to find specific Purchase Orders in the grid.
3. Check the Purchase Order to import. Products from the Purchase Order will display in the *Products* grid below.
4. Follow Steps 6-12 in the *Search Products* section above.

Freight

1. If applicable, enter the *Freight Cost*.



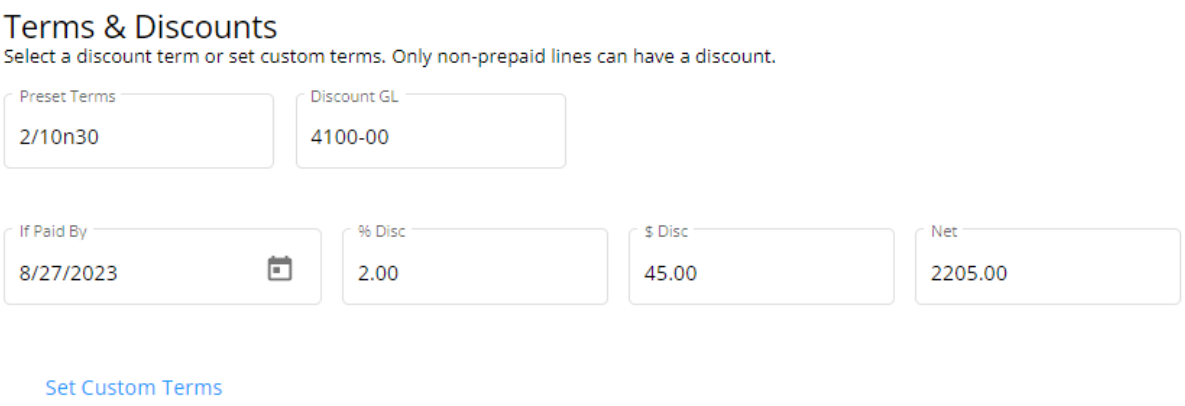
2. Select from the *Freight Options* drop-down (*Actual $/Unit*, *Actual Total*, *Estimated $/Unit*, *Estimated Total*).

3. If the Freight is being estimated, a *Freight Vendor* can be selected from the drop-down.
4. Once Freight information is entered, check the applicable line items in the *Product* grid and select **Apply Freight**.

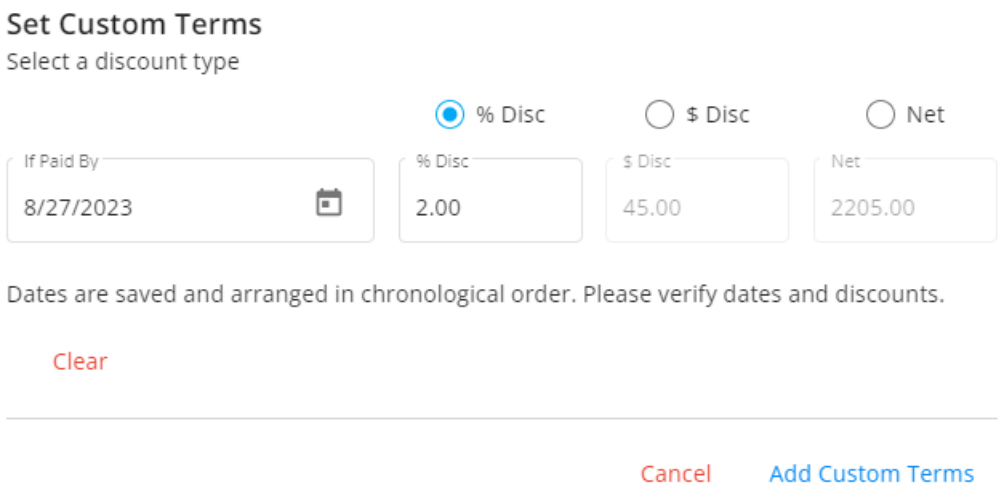
Terms & Discounts

Only non-prepaid lines can have a discount applied.

1. If Terms are already set up in Agvance Windows, select from the *Preset Terms* drop-down. The *Discount GL*, *If Paid By*, *% Disc*, *$ Disc*, and *Net* areas will automatically populate. If necessary, these fields can be edited.



2. If Terms are not already set up in Agvance Windows, select **Set Custom Terms**.
3. Select the *If Paid By* date, choose the discount type (*% Disc*, *$ Disc*, *Net*) and enter the amount. Select **Add Custom Terms**.



Notes & Review

1. Optionally enter any applicable Notes for the Purchase Invoice.



2. Review the Purchase Invoice totals at the bottom right of the window (*Gross Amount*, *Freight Charges*, *Add-On Charges*, *Discount*, *Amount Prepaid*, and *Net Amount*).
3. After reviewing, select **Post Purchase Invoice** to post the Purchase Invoice and return to the *Purchase Invoices* screen or **Post & Start New** to post the Purchase Invoice and start another.