Purchase Invoices - SKY Product

View a listing of Purchase Invoices from Agvance data. In SKY Admin, the *Product* toggle can be turned on or off for each SKY user to allow or deny access to the SKY Product app.

The *Purchase Invoices* grid displays Purchase Invoices with the option to search by *Vendor Name*, *Vendor ID*, *PI #*, *Invoice Date*, *Due Date*, *Gross Amount*, or *Net Amount*. Choose the **Expand** icon to view up to three line item details for each Purchase Invoice.

Select the **Ellipsis** to *Download Attachments*.

Filters are available to filter the grid by *Date Range*, *Status*, and/or *Location*. Select **Apply Filters** to update the grid with selections.

Choose **Export** to export the Purchase Invoices based on selected filters as a CSV file. A message displays to confirm that the file will include all results currently displayed on the screen. Select **Export**.

Select the Vendor name or icon to display more information for that Purchase Invoice including the *Invoice Date*, *Due Date*, *Gross Amt*, *Net Amt*, *Prepaid*, and more in a collapsible panel. The **Ellipsis** here can be selected to download attachments if applicable.

In the grid, view and search for specific line items by *Product Name*, *Product ID*, *PO #*, *PR #*, *Dept ID*, *Qty*, *Total*, *Prepaid*, or *Discount*.