

Purchase Invoices - SKY Product

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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.

| Purchase Invoices | | Search... | | | | | Export | |
|-------------------|-----------------------------|---------------------|---------------|----------------------------|------------------------|----------------------------|------------------------|--|
| | Vendor ABC Trucking | Vendor ID ABC | PI # 2587 | Invoice Date 12/09/2024 | Due Date 12/09/2024 | Gross Amount \$200.00 | Net Amount \$200.00 | |
| | Vendor Dukes Farm Supply | Vendor ID Dukesf | PI # 47895 | Invoice Date 11/25/2024 | Due Date 11/25/2024 | Gross Amount \$1,050.00 | Net Amount \$490.00 | |
| | Vendor Dukes Farm Supply | Vendor ID Dukesf | PI # 987 | Invoice Date 11/08/2024 | Due Date 11/08/2024 | Gross Amount \$100.00 | Net Amount \$100.00 | |

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*.

| Purchase Invoices > ABC Trucking ABC #2587 | | | | | | | | | |
|--------------------------------------------|--------------------------------------|--------------------------|-------------------|----------------------------|------------------------|-----------------------|---------------------|-------------------|--|
| | Vendor ABC Trucking | Vendor ID ABC | PI # 2587 | Invoice Date 12/09/2024 | Due Date 12/09/2024 | Gross Amt \$200.00 | Net Amt \$200.00 | Prepaid \$0.00 | |
| Freight Vendor | | Freight & Add-on Total | | Freight Option | | Notes | | | |
| — | | \$0.00 | | — | | — | | | |
| Attachment(s) | | | | | | | | | |
| image (1).png | | | | | | | | | |
| Search Line Items | | | | | | | | | |
| | Product Name Bagged Fert 10-10-10 | Product ID 10-10-10Bg | PO # — | PR # — | Dept ID Bag00 | Qty (Bags) 10,000 | \$/Bags \$20,000 | Total \$200.00 | |
| | | | Freight \$0.00 | Lot # — | Add-On \$0.00 | Prepaid \$0.00 | Discount \$0.00 | | |