AP Bills in SKY Vendor

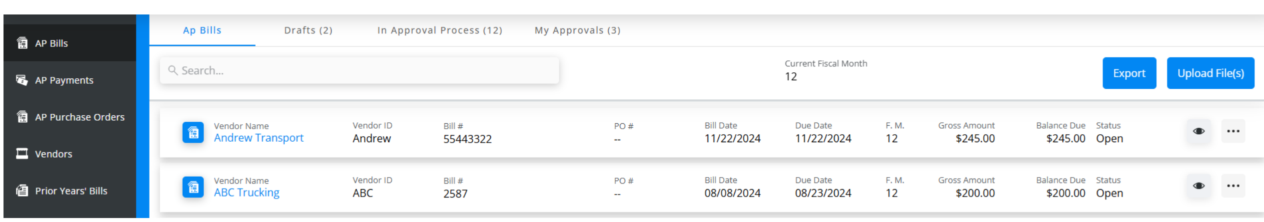
Last Modified on 02/13/2026 1:04 pm CST

The playlist below covers viewing and entering AP Bills in SKY Vendor. Separate videos are also available within each relevant section of this article. It is recommended to expand the videos to full screen to ensure all details are visible.

Viewing Bills

View a listing of AP Bills from Agvance data. Bills displayed will adhere to the Vendor Restrictions from Agvance. In SKY Admin, the *Vendor* toggle can be turned on or off for each SKY user to allow or deny access to the SKY Vendor app.

The *AP Bills* grid displays Vendor Bills with the option to search by *Vendor Name*, *Vendor ID*, *Bill #*, *Bill Date*, *Due Date*, *Gross Amount*, or *Status*. Choose the **Expand** button to view up to three line item details for each Bill.



Select the **Ellipsis** to *Edit*, *Void*, or *Reverse* a Bill. *Download Kwiktag Docs* is available under the **Ellipsis** if a KwikTag document is attached to a Bill in Agvance. These documents are also available when editing a Bill.

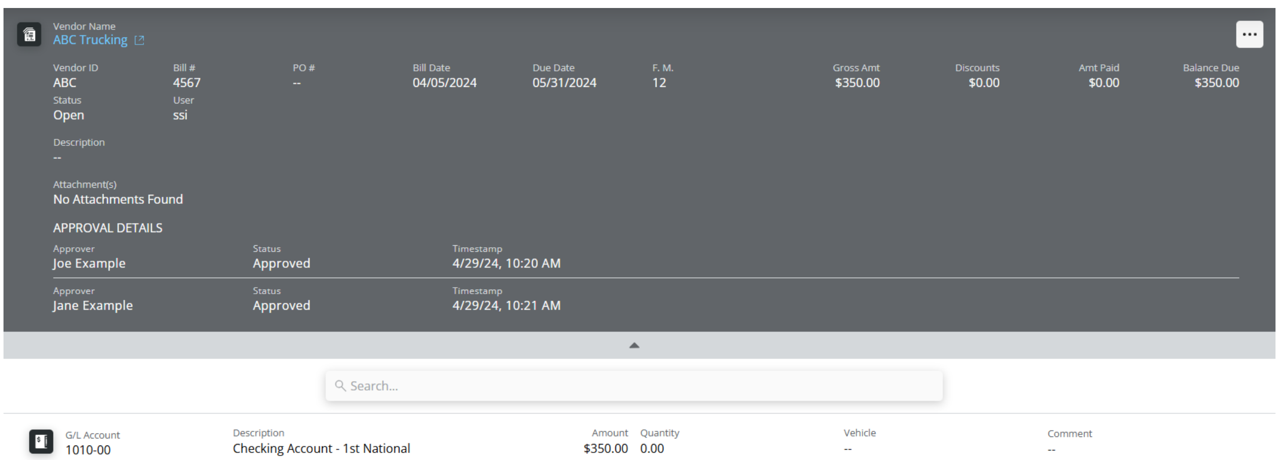
Note: Only users tied to a user in Agvance with access to Kwiktag with Purchase Invoices and AP Bills checked have the option to view Kwiktag documents in SKY Vendor.

Select the **Filter** button to filter the grid by *Vendor Status* (*Active*, *Inactive*), *Status* (*Open*, *Paid*, *Voided*, *Reversed*), or *Date Range* (*Due Date*).

Choose **Export** to export the AP Bills based on selected filters as a CSV file.

Select the Vendor name or icon to display more information for that Bill including the *Bill Date*, *Due Date*, *Gross Amt*, *Discounts*, *Amt Paid*, *Balance Due*, *Status*, *User*, *Description*, and *Approval Details* in a collapsible panel.

View and search for specific line items by *G/L Account*, *Description*, *Amount*, *Quantity*, *Vehicle*, and *Comment*. Select the **Vendor Name** to open the Vendor's profile in a new tab. The **Ellipsis** can be selected to *Edit*, *Void*, *Reverse*, or *Download Attachments* if applicable.

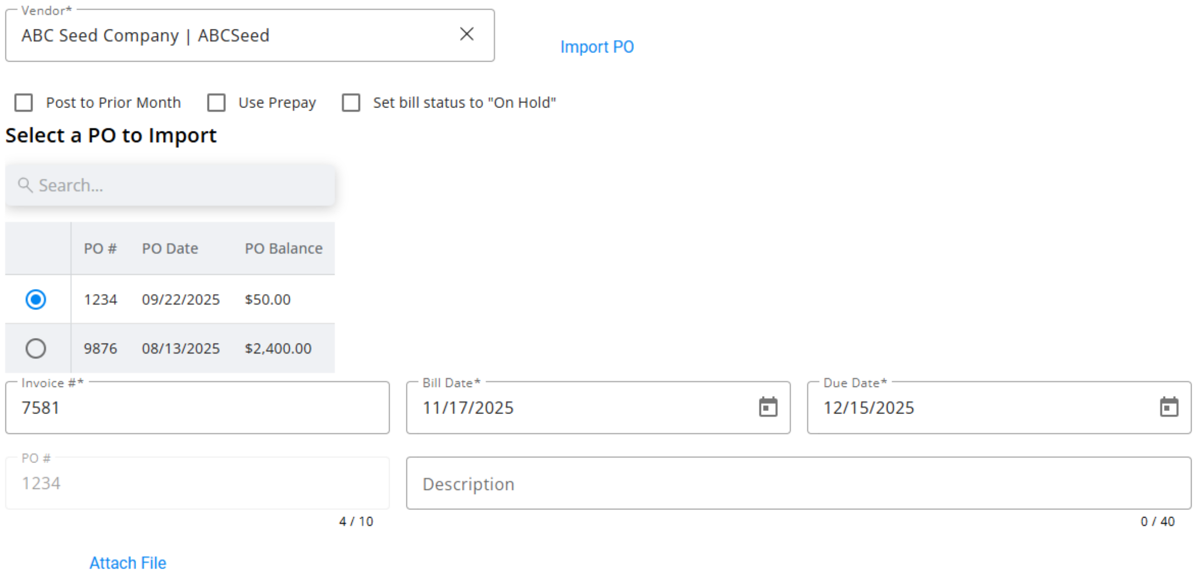


Add an AP Bill

Adding AP Bills is available for those with *Add/Edit AP Bills* turned on in SKY Admin. Start by selecting the**+ Add Bill** button.

General Info

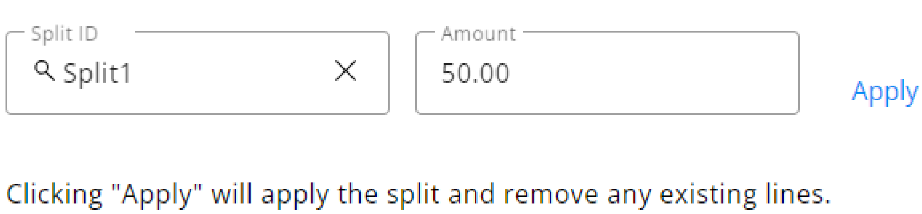
1. Choose the appropriate *Vendor* from the drop-down.



2. Indicate if this Bill should *Post to Prior Month*, *Use Prepay*, or *Set bill status to "On Hold"*.
3. Optionally select **Import PO** and choose the appropriate PO in the area that displays below. The PO must already be saved in Agvance and cannot have already been brought into an AP Bill to be available here for the Vendor selected. Use the *Search* field to filter Purchase Orders by *PO #*, *PO Date*, or *PO Balance*.
4. Enter the *Invoice #*, then indicate the *Bill Date* and *Due Date*.
5. The *PO #* and *Description* fields are optional. If a PO was imported, the *PO #* and *Description* default and the *PO #* cannot be changed. The *Due Date* defaults with the previous entry before a Term is selected. However, Terms selected with a due date will have that date reflected in the *Due Date* field.
6. Choose **Attach File** to upload an attachment. Select the **Delete** icon to remove the attachment(s). For those with KwikTag access in Agvance, KwikTag images can also be added here by selecting **Add KwikTag**. SKY Vendor supports adding a new KwikTag image but does not support linking to an existing KwikTag image.
   Note: For any issues with seeing KwikTag images, please verify the API IP address (54.209.30.54) is whitelisted so it can reach the Kwiktag server.

Expense Breakdown & Predefined Split

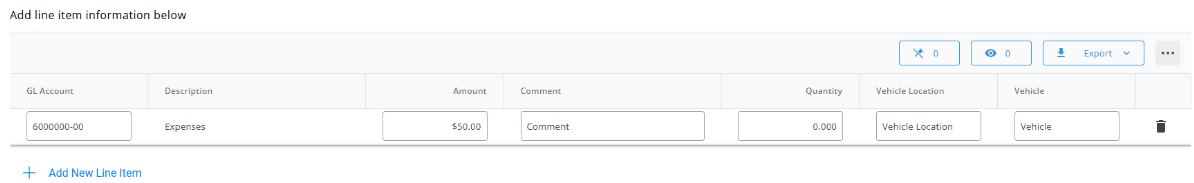
1. Indicate the *Split ID* and *Amount* if the Bill is to be split across multiple accounts.
2. Choose **Apply**. This will apply the split and remove any existing lines.



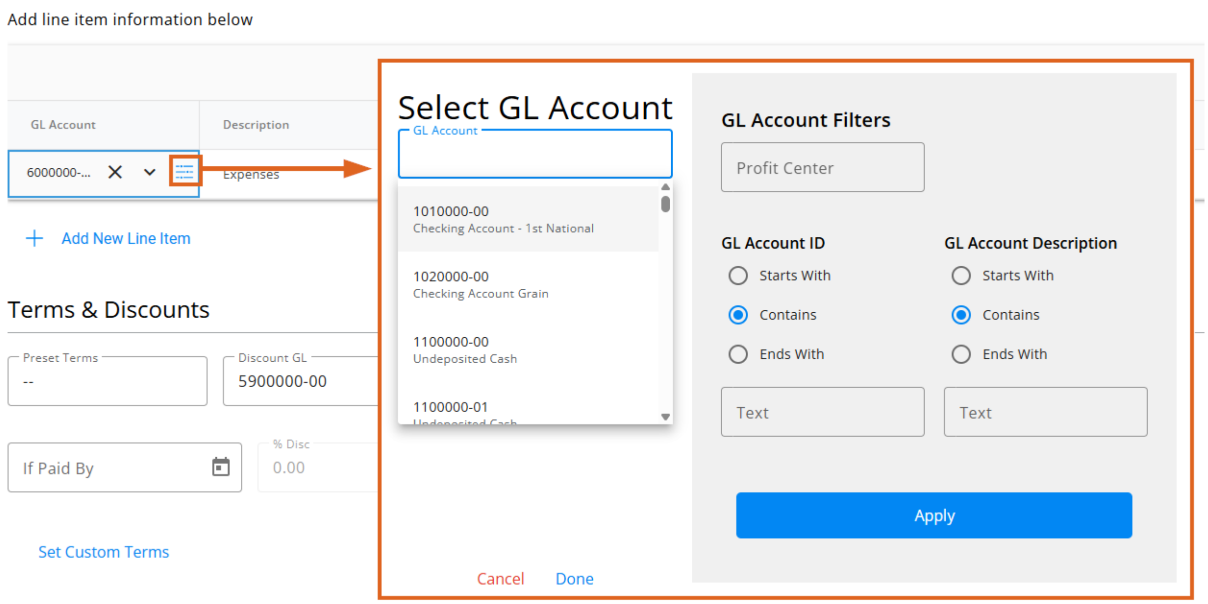
Note: Split IDs must first be set up in Agvance at *Accounting / Setup / G/L / G/L Splits*.

-OR-

Select in the *GL Account** field and choose the appropriate account for this Bill. 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. Select **Add New Line Item** to create additional lines. If a Purchase Order was imported, some line item information will be populated but can be changed if needed.



Optionally select the **Filter** icon within 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. After choosing the appropriate GL Account, select **Done**.

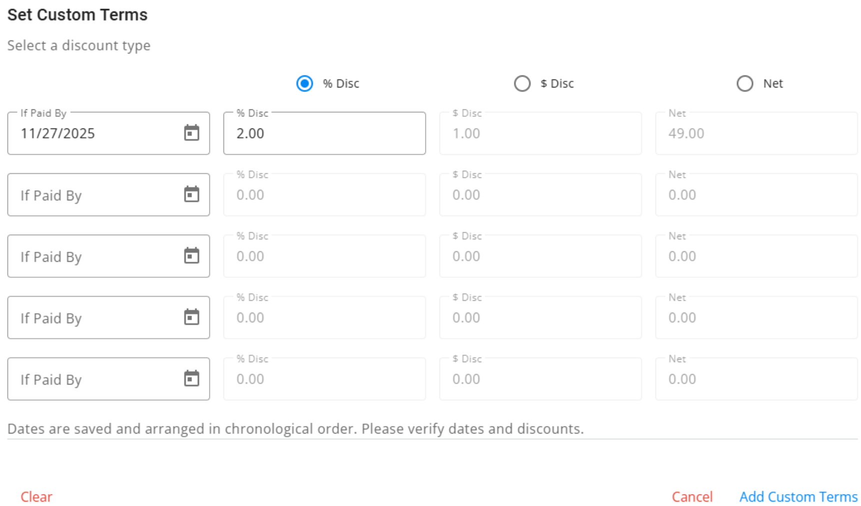


Terms & Discounts

1. Select in the *Preset Terms* field to set terms for this Bill. The *Discount GL* defaults from the Location setup but can be changed by selecting from the drop-down.

   Note: An *Amount* must be present in the *Expense Breakdown & Predefined Split* section for this option to be available.

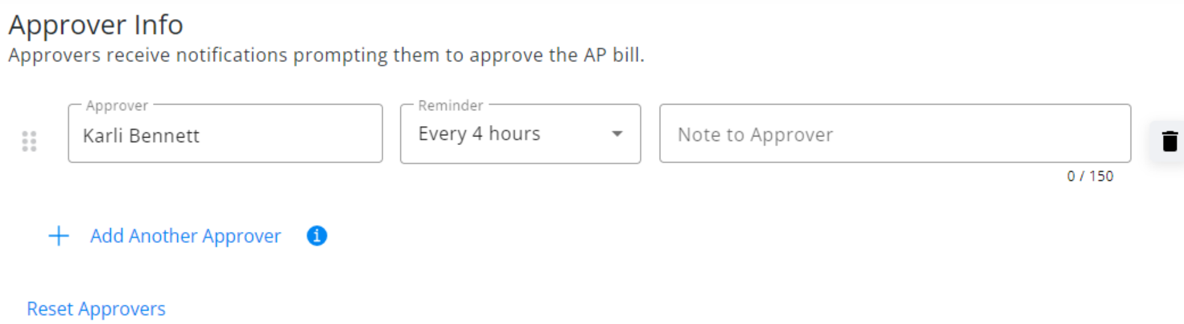
2. The *If Paid By* date(s) default if a Preset Term is selected but can be modified. If a Purchase Order was imported, any applicable discount information will be populated but can be altered.
3. Alternatively, select **Set Custom Terms** to enter discount information not currently saved as Preset Terms.
4. Choose **Add Custom Terms** to apply this discount to the Bill.



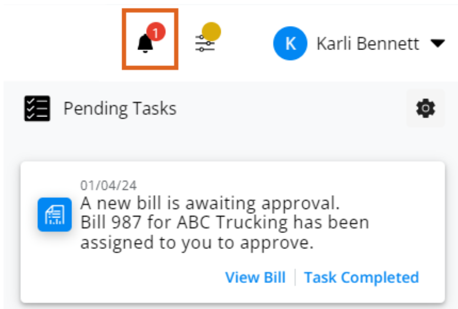
Approver Info

The *Approver Info* section is available if the *Enable AP Approval process for my company* is enabled and *Approvers* are selected in **SKY Admin** under *Vendor*.

1. Select the *Approver* from the drop-down and enter an optional *Note to Approver*. Remove the Approver by selecting the **Delete** icon.
2. Choose a *Reminder* option from the drop-down. Options available are *No Reminder*, *Every 4 hours*, *Every 24 hours*, *Every 2 days*, *Every 3 days*, *Every 4 days*, or *Every 5 days*. The Approver will receive a SKY notification and email on the selected intervals. See **here** for on-demand reminders.
3. Additional Approvers can be added by selecting **+ Add Another Approver**.
4. Choosing **Reset Approvers** removes all *Approvers*, *Reminders*, and *Notes*.
5. Reorder Approvers by selecting the grid of dots next to the *Approver* drop-down and dragging to the appropriate place. The order Approvers are listed is the order in which the AP Bill will be sent for approval.



6. A notification will be sent in SKY to the Approver indicating a Bill is ready for review.

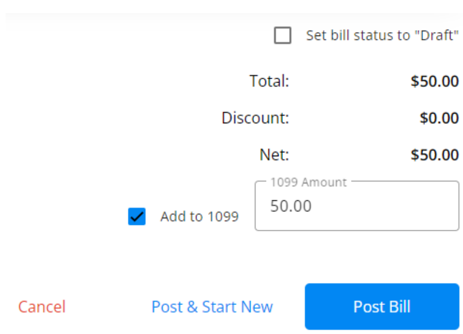


Note: Editing the dollar *Amount* in the *Expense Breakdown & Predefined Split* section will require the approval process to start over.

Notes & Review

1. Enter any additional *Notes* (notes from an imported PO will populate here as well).
2. An option is available to *Set bill status to "Draft"*. Check this box prior to saving and the Bill will display on the *Drafts* tab. The *Vendor*, *Invoice #*, *Bill Date*, and *Due Date* must be populated before saving.

   Note: The Bill will not be sent through the Approval process until *Set bill status to "Draft"* is unchecked.
3. Review the *Total*, *Discount*, and *Net* amounts. Select **Post & Start New** to post this Bill and enter another or **Post Bill** to post the Bill and return to the *AP Bills* screen. Upon posting, an imported PO is marked as *Paid*.
   - Only Vendors designated as 1099 Vendors on the *1099/Payment Info* tab of the Vendor profile will have an option to *Add to 1099* and a field to enter the *1099 Amount*.

   - If not all required fields are populated and **Post** or **Save** is selected, a message will display at the top of the form indicating what is missing, and that field will be shown in red.

Save AP Bill Failed

Correct the following and Save again

- **General Info**
  - Invoice Number is required

Add New Bill

General Info

Vendor*

ABC Trucking | ABC

Import PO

☐ Post to Prior Month ☐ Use Prepay ☐ Set bill status to "On Hold"

Invoice #*

* Required

Bill Date*

12/15/2025

Due Date*

1/15/2026

PO #

0 / 10

Description

0 / 40

Attach File