

# AP Bills in SKY Vendor

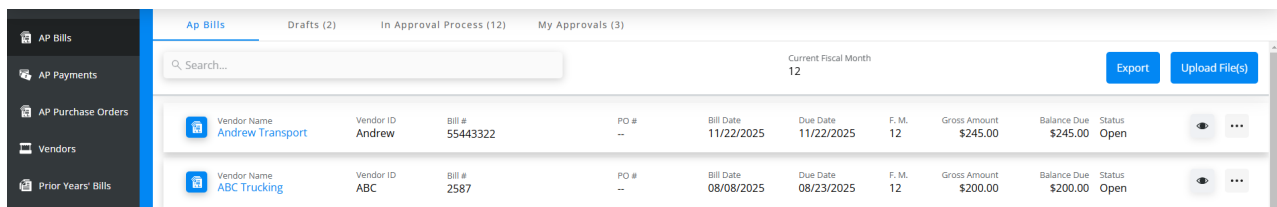
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The playlist below covers viewing and entering AP Bills in SKY Vendor. Separate videos are also available within each relevant section of this article. It is recommended to expand the videos to full screen to ensure all details are visible.

## 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.



Vendor Name	Vendor ID	Bill #	PO #	Bill Date	Due Date	F. M.	Gross Amount	Balance Due	Status	
Andrew Transport	Andrew	55443322	--	11/22/2025	11/22/2025	12	\$245.00	\$245.00	Open	...
ABC Trucking	ABC	2587	--	08/08/2025	08/23/2025	12	\$200.00	\$200.00	Open	...

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.

The screenshot displays the SKY Vendor interface. At the top, a dark grey panel shows bill details for 'ABC Trucking'. Below this, a table lists bill information. A search bar is located below the table. At the bottom, a table shows line items with columns for G/L Account, Description, Amount, Quantity, Vehicle, and Comment.

Vendor ID	Bill #	PO #	Bill Date	Due Date	F. M.	Gross Amt	Discounts	Amt Paid	Balance Due
ABC	4567	--	04/05/2025	05/31/2025	12	\$350.00	\$0.00	\$0.00	\$350.00

G/L Account	Description	Amount	Quantity	Vehicle	Comment
1010-00	Checking Account - 1st National	\$350.00	0.00	--	--

## 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. See the tabs above to walk through the process of adding an AP Bill.

## General Info

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

Vendor\*  
ABC Seed Company | ABCSeed ✕ [Import PO](#)

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

**Select a PO to Import**

Search...

	PO #	PO Date	PO Balance
<input checked="" type="radio"/>	1234	09/22/2025	\$50.00
<input type="radio"/>	9876	08/13/2025	\$2,400.00

Invoice #\*  Bill Date\*  Due Date\*

PO #  Description

4 / 10 0 / 40

[Attach File](#)

- Indicate if this Bill should *Post to Prior Month*, *Use Prepay*, or *Set bill status to "On Hold"*.
- 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*.
- Enter the *Invoice #*, then indicate the *Bill Date* and *Due Date*.  
**Note:** The *Bill Date* defaults as the previous entry. The *Due Date* defaults based on the *Invoice Due Date* on the *Invoice* tab at *Accounting / Setup / Location Preferences*.
- 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.
- 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

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

Split ID  ✕ Amount  [Apply](#)

Clicking "Apply" 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.

Add line item information below

GL Account	Description	Amount	Comment	Quantity	Vehicle Location	Vehicle
6000000-00	Expenses	\$50.00	Comment	0.000	Vehicle Location	Vehicle

+ Add New Line Item

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**.

Add line item information below

The screenshot shows the 'Select GL Account' dialog box. On the left, a table lists GL Accounts with a search filter 'Expenses' applied. The 'GL Account ID' filter is set to 'Contains' and the 'GL Account Description' filter is also set to 'Contains'. The 'Apply' button is highlighted in blue.

GL Account	Description
6000000-00	Expenses

+ Add New Line Item

Terms & Discounts

Preset Terms: -- Discount GL: 5900000-00

If Paid By: % Disc: 0.00

Set Custom Terms

### Select GL Account

GL Account: [Search Box]

- 1010000-00: Checking Account - 1st National
- 1020000-00: Checking Account Grain
- 1100000-00: Undeposited Cash
- 1100000-01: Undeposited Cash

#### GL Account Filters

Profit Center: [Text Box]

**GL Account ID**

- Starts With
- Contains
- Ends With

**GL Account Description**

- Starts With
- Contains
- Ends With

[Text Box] [Text Box]

Apply

Cancel 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.

Preset Terms 2/10n30	Discount GL 5900000-00		
If Paid By 11/27/2025	% Disc 2.00	\$ Disc 1.00	Net 49.00

[Set Custom Terms](#)

- 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.
- Alternatively, select **Set Custom Terms** to enter discount information not currently saved as Preset Terms.
- Choose **Add Custom Terms** to apply this discount to the Bill.

#### Set Custom Terms

Select a discount type

% Disc
  \$ Disc
  Net

If Paid By 11/27/2025	% Disc 2.00	\$ Disc 1.00	Net 49.00
If Paid By	% Disc 0.00	\$ Disc 0.00	Net 0.00
If Paid By	% Disc 0.00	\$ Disc 0.00	Net 0.00
If Paid By	% Disc 0.00	\$ Disc 0.00	Net 0.00
If Paid By	% Disc 0.00	\$ Disc 0.00	Net 0.00

Dates are saved and arranged in chronological order. Please verify dates and discounts.

[Clear](#)

[Cancel](#) [Add Custom Terms](#)

## 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*.

- Select the *Approver* from the drop-down and enter an optional *Note to Approver*. Remove the Approver by selecting the **Delete** icon.
- 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.
- Additional Approvers can be added by selecting+ **Add Another Approver**.
- Choosing **Reset Approvers** removes all *Approvers*, *Reminders*, and *Notes*.
- 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.

## Approver Info

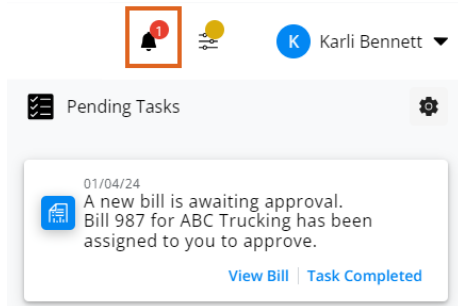
Approvers receive notifications prompting them to approve the AP bill.

Approver: Karli Bennett | Reminder: Every 4 hours | Note to Approver: 0 / 150

+ Add Another Approver ⓘ

Reset Approvers

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.
  - o 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.

Set bill status to "Draft"

Total: \$50.00  
Discount: \$0.00  
Net: \$50.00

Add to 1099 | 1099 Amount: 50.00

Cancel | Post & Start New | Post Bill

- o 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 0 / 10

Bill Date\* 12/15/2025 📅

Due Date\* 1/15/2026 📅 0 / 40

PO # 0 / 10

Description 0 / 40

[Attach File](#)