













AP Bills in SKY Vendor

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Overview

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 **Eye** button to view up to three line item details for each Bill.

Ap Bills										
Drafts (0) In Approval Process (2) My Approvals (1)										
Search...										Export
	Vendor Name A. L. Oil & H...	Vendor ID ALOil	Bill # 123456	Bill Date 08/11/2023	Due Date 08/11/2023	F. M. 1	Gross Amount \$50.00	Balance Due \$50.00	Status Open	 
	Vendor Name ABC Trucking	Vendor ID ABC	Bill # 852	Bill Date 07/24/2023	Due Date 08/15/2023	F. M. 1	Gross Amount \$575.00	Balance Due \$575.00	Status Open	 
	Vendor Name Ace Chemic...	Vendor ID Aceche	Bill # 852147c	Bill Date 07/28/2023	Due Date 08/27/2023	F. M. 1	Gross Amount \$3,240.00	Balance Due \$3,240.00	Status Open	 
	Vendor Name Bankcard O...	Vendor ID Bankcard	Bill # 741cc	Bill Date 08/31/2023	Due Date 08/30/2023	F. M. 1	Gross Amount \$468.75	Balance Due \$468.75	Status 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).


Anna Admin ▾

General ▴

Vendor Status


☒ Active
 ☐ Inactive


Status

☒ Open
 ☐ Paid
 ☐ Voided
 ☐ Reversed

Date Range

☐ Due Date

Start Date 

End Date 


Apply Filters


Reset Filters

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*, and *Description* in a collapsible panel.

In the grid, view and search for specific line items by *G/L Account*, *Description*, *Amount*, *Quantity*, *Vehicle*, and *Comment*.

<div> <div>  <div> Vendor Name A. L. Oil & Hauling </div> </div> <div>...</div> </div>									
Vendor ID	Bill #	Bill Date	Due Date	F. M.	Gross Amt	Discounts	Amt Paid	Balance Due	
ALOil	123456	08/11/2023	08/11/2023	1	\$50.00	\$0.00	\$0.00	\$50.00	
Status	User								
Open	1RE								
Description	--								
Attachment(s)	No Attachments Found								

	G/L Account	Description	Amount	Quantity	Vehicle	Comment
60000000-00	Expenses		\$50.00	0.00	--	--

Add an AP Bill

Adding AP Bills is available for those with *Add/Edit AP Bills* turned on in SKY Admin.

AP Bills can be added to accounts in SKY Vendor using the process below:

1. Select the + button to add an A/P Bill.
2. Select in the *Vendor** field and choose the appropriate Vendor from the drop-down. 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 already to be available here for the Vendor selected.

Use the *Search* field to filter Purchase Orders by *PO #*, *PO Date*, or *PO Balance*.

Posting Info

Select a vendor for the new bill below

Vendor*

ABC Seed Company | ABCSeed

X

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	03/24/2023	\$50.00
<input type="radio"/>	9876	05/09/2022	\$2,400.00

- Indicate if this Bill should *Post to Prior Month*, *Use Prepay*, or *Set bill status to "On Hold"*.
- Enter the *Invoice #*, *Bill Date*, and *Due Date*. 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 **Trash Can** to remove the attachment(s). For those with Kwiktag access in Agvance, Kwiktag images can also be added here by selecting **Add Kwiktag**.
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.

Bill Info

Enter general bill info and status below

Invoice #*

1234

Bill Date*

12/1/2023

Due Date*

1/15/2024

PO #

1234

Description

0 / 40

[Attach File](#)

- 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.

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

Split ID

Split1

X

Amount

50.00

Apply

Clicking "Apply" will apply the split and remove any existing lines.

-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*, the *Quantity*, and select a *Vehicle* by ID or Name 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* 60000000-0X <small>Advanced Search</small>	Description Expenses	Amount 50.00	Comment	Quantity 0.000	Vehicle Location	Vehicle
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0 / 40

[+ Add New Line Item](#)

Optionally select **Advanced Search** under 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.

Select GL Account

GL Account

1010000-00
Checking Account - 1st National

1020000-00
Checking Account Grain

1100000-00
Undeposited Cash

1100000-01
Undeposited Cash

GL Account Filters

Profit Center

GL Account ID

☐ Starts With

☒ Contains

☐ Ends With

Text

GL Account Description

☐ Starts With

☒ Contains

☐ Ends With

Text

Apply

Cancel
Done

- 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.

Terms & Discounts

Select a discount term or set custom terms

Preset Terms 2/10n30	Discount GL 4100000-00
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If Paid By 12/11/2023	% Disc 2.00	\$ Disc 1.00	Net 49.00
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[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.

- 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

	<input checked="" type="radio"/> % Disc	<input type="radio"/> \$ Disc	<input type="radio"/> Net
If Paid By 12/11/2023	% 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](#)

9. 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. Additional Approvers can be added by selecting **+ Add Another Approver**. 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.

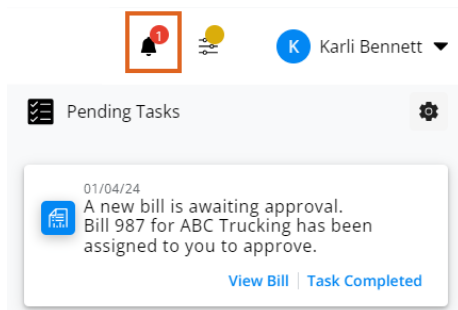
Approver Info

Approvers receive an email prompting them to approve the bill. Emails listing the bills for approval are sent every 4 hours.

Approver Karli Bennett	Note to Approver	
0 / 40		

[+ Add Another Approver](#) 

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.

10. 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.

☒ Set bill status to "Draft"

Total:

\$0.00

Discount:

\$0.00

Net:

\$0.00

Save & Start New

Save Bill

11. Enter any additional *Notes* (notes from an imported PO will populate here as well) and 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*.

Note: 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