

AP Bill Drafts - SKY Vendor

Last Modified on 04/09/2026 8:08 am CDT

The *Drafts* tab displays AP Bills entered but not yet posted. AP Bills here can be viewed by selecting the **Expand** button.

The screenshot shows the 'Drafts (2)' tab selected in the top navigation bar. Below the navigation bar is a search bar and a 'Current Fiscal Month 12' indicator with an 'Export' button. The main content area displays a table of draft bills. The first bill is from 'Miscellaneous' (Vendor ID: Misc, Bill #: 0225) with a Gross Amount of \$25.00 and a Balance Due of \$25.00. Below this, a detailed view for 'Office Expenses' (G/L Account: 6020-00) is shown with an Amount of \$25.00 and Quantity of 0.00. The second bill is from 'ABC Trucking' (Vendor ID: ABC, Bill #: 5555) with a Gross Amount of \$500.00 and a Balance Due of \$500.00. A 'No More Results' message is displayed at the bottom of the table.

Vendor Name	Vendor ID	Bill #	PO #	Bill Date	Due Date	Gross Amount	Balance Due	Status	
Miscellaneous	Misc	0225	--	02/12/2026	02/25/2026	\$25.00	\$25.00	Draft	⌵ ...
SHOWING 1 OF 1									
G/L Account		Description		Amount	Quantity	Vehicle		Comment	
6020-00		Office Expenses		\$25.00	0.00	--		--	
Vendor Name	Vendor ID	Bill #	PO #	Bill Date	Due Date	Gross Amount	Balance Due	Status	
ABC Trucking	ABC	5555	--	11/12/2025	12/18/2025	\$500.00	\$500.00	Draft	⌵ ...

When adding an AP Bill, there is an option at the bottom to *Set bill status to "Draft"*. Check this box prior to saving and the Bill will display on the *Drafts* tab.

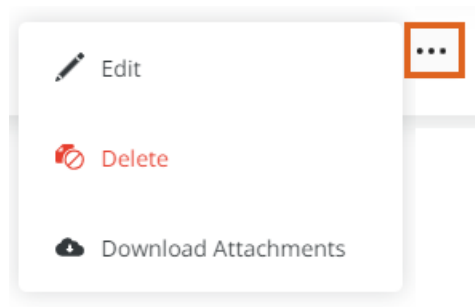
The screenshot shows a form for adding an AP Bill. The checkbox 'Set bill status to "Draft"' is checked and highlighted with an orange box. Below the checkbox are the following fields:

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

At the bottom of the form, there are two buttons: 'Save & Start New' and 'Save Bill'.

Note: The *Vendor*, *Invoice #*, *Bill Date*, and *Due Date* must be populated before saving.

If the Bill is no longer needed, choose the **Ellipsis** and select *Delete*. If desired, select *Download Attachments* to download all attachments on that Bill. When ready to finish posting the Bill or to add additional information, select *Edit*.



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.

Note: The Bill will not be sent through the Approval process until *Set bill status to "Draft"* is unchecked.

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](#)

Once everything is filled out, uncheck the *Set bill status to "Draft"* checkbox and **Post Bill** or **Post & Start New** to enter another Bill.

Note: If the options still say **Save Bill** and **Save & Start New**, the *Set bill status to "Draft"* option is still checked and the Bill will remain a draft.