

# AP Bill Drafts - SKY Vendor

Last Modified on 10/02/2025 11:22 am CDT

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

AP Bills

AP Payments

AP Purchase Orders

Vendors

Prior Years' Bills

Ap Bills

Drafts (2)

In Approval Process (12)

My Approvals (3)

Search...

Current Fiscal Month 12

Export

<div>Vendor Name</div> Miscellaneous	<div>Vendor ID</div> Misc	<div>Bill #</div> 0225	<div>PO #</div> --	<div>Bill Date</div> 02/12/2025	<div>Due Date</div> 02/25/2025	<div>Gross Amount</div> \$25.00	<div>Balance Due</div> \$25.00	<div>Status</div> Draft	<div>Expand</div>	<div>More</div>
Showing 1 of 1										
<div>GL Account</div> 6020-00	<div>Description</div> Office Expenses			<div>Amount</div> \$25.00	<div>Quantity</div> 0.00	<div>Vehicle</div> --	<div>Comment</div> --			
<div>Vendor Name</div> ABC Trucking	<div>Vendor ID</div> ABC	<div>Bill #</div> 5555	<div>PO #</div> --	<div>Bill Date</div> 11/12/2024	<div>Due Date</div> 12/18/2024	<div>Gross Amount</div> \$500.00	<div>Balance Due</div> \$500.00	<div>Status</div> Draft	<div>Expand</div>	<div>More</div>

No More Results

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.

☒ Set bill status to "Draft"

Total: \$0.00

Discount: \$0.00

Net: \$0.00

Save & Start New

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*.

Edit

Delete

Download Attachments

More

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

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.