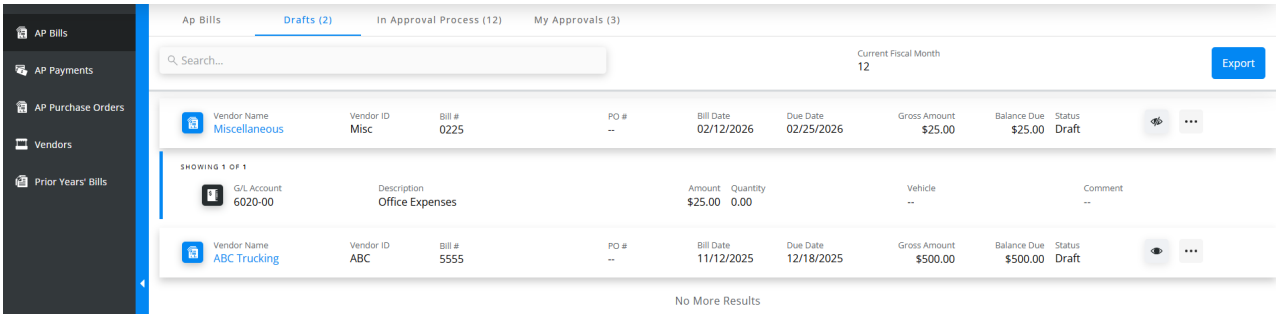
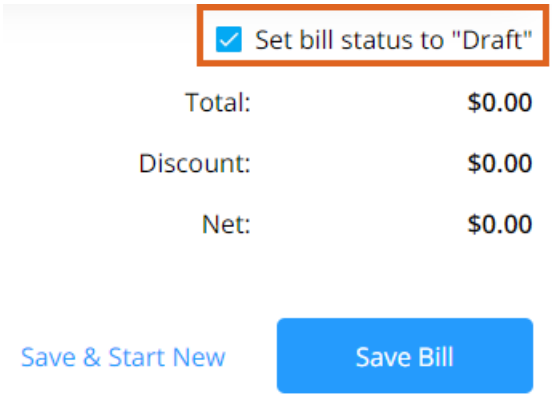
AP Bill Drafts - Agvance SKY Vendor

Last Modified on 07/06/2026 1:39 pm CDT

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

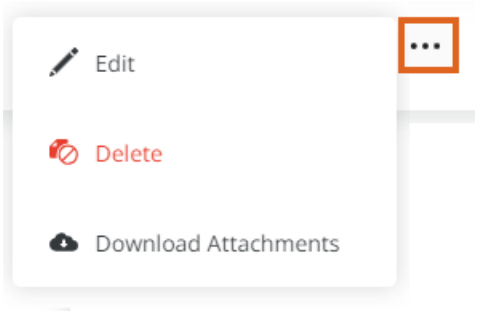


When adding an AP Bill, there is an option at the bottom to *Set bill status to "Draft"*. Check this box prior to saving and the Bill will display on the *Drafts* tab.



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*.



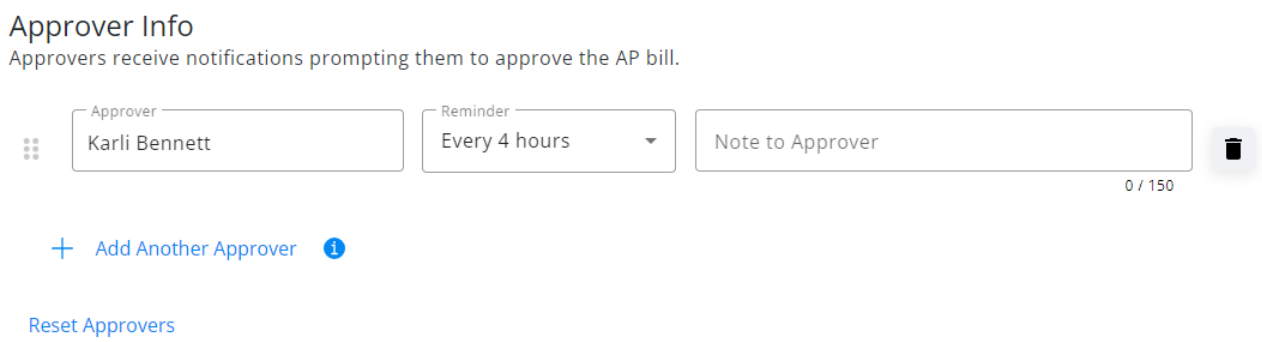
The *Approver Info* section is available if the *Enable AP Approval process for my company* is enabled and *Approvers* are selected in **SKY Admin** under *Vendor*.

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.



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.