

AP Bills In Approval Process - SKY Vendor

Last Modified on 07/19/2024 10:04 am CDT

The *In Approval Process* tab lists A/P Bills in the approval process. Bills awaiting approval or those that have been approved but not yet reviewed and posted will display here. Select the **Expand** icon to view additional details.

In the *Approval Details* area, after selecting to expand, the *Last Reminder Sent* shows when the Approver was last sent a reminder the Bill was awaiting approval. **Remind** can be selected to manually send a reminder. A SKY notification and email will be sent.

Note: The *In Approval Process* tab is only available for those with the *Add/Edit AP Bills* permission enabled in SKY Admin.

Ap Bills	Drafts (0)	In Approval Process (1)	My Approvals (1)							
Search...				Export						
	Vendor Name ABC Trucking	Vendor ID ABC	Bill # 987	Bill Date 12/29/2023	Due Date 01/30/2024	Gross Amount \$450.00	Balance Due \$441.00	Status In Process		
APPROVAL DETAILS										
	Approver Karli Bennett	Status Pending	Timestamp --	Approver Notes --	Last Reminder Sent --	Remind				

The **Ellipsis** gives the options of editing or deleting the Bill.

Note: When editing, the only change that will require the Bill to go through the Approval process again is updating the dollar amount.

Select the *Vendor Name* to review additional details regarding the Bill. The **Ellipsis** is also available here to *Edit* or *Delete* the Bill. The *Search* field can be used to find specific line items from the Bill.

	Vendor Name ABC Trucking												
Vendor ID	ABC	Bill #	987	Bill Date	12/29/2023	Due Date	01/30/2024	Gross Amt	\$450.00	Discounts	--	Balance Due	\$441.00
Status	In Process	User	Karli Bennett										
Description	--												
Attachments(s)	No Attachments Found												
APPROVAL DETAILS													
Approver	Karli Bennett	Status	Pending	Timestamp	--								

Search...

G/L Account	Description	Amount	Quantity	Vehicle	Comment
6000000-00	Expenses	\$450.00	0.00	--	--