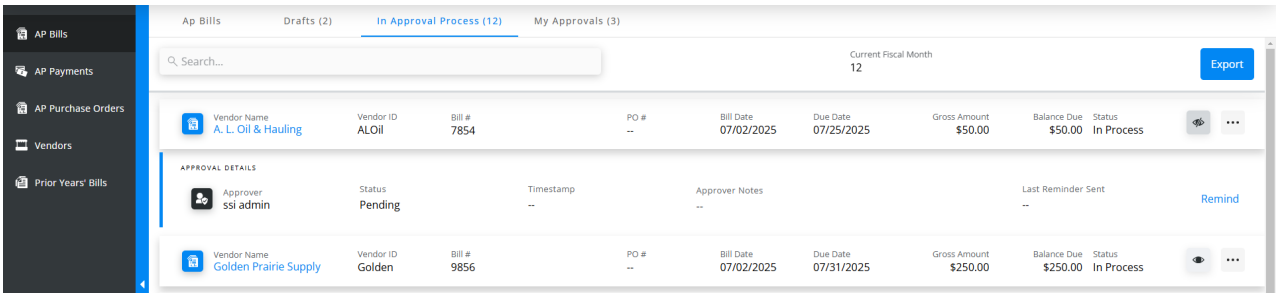
AP Bills In Approval Process - Agvance SKY Vendor

Last Modified on 07/08/2026 3:29 pm 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. An Agvance 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 Agvance SKY Admin.



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.

