

AP Bills In Approval Process - SKY Vendor

Last Modified on 04/09/2026 8:45 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.

Vendor Name	Vendor ID	Bill #	PO #	Bill Date	Due Date	Gross Amount	Balance Due	Status
A. L. Oil & Hauling	ALOil	7854	--	07/02/2025	07/25/2025	\$50.00	\$50.00	In Process
APPROVAL DETAILS								
Approver	Status	Timestamp	Approver Notes	Last Reminder Sent				
ssl admin	Pending	--	--	--	Remind			
Vendor Name	Vendor ID	Bill #	PO #	Bill Date	Due Date	Gross Amount	Balance Due	Status
Golden Prairie Supply	Golden	9856	--	07/02/2025	07/31/2025	\$250.00	\$250.00	In Process

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	Vendor ID	Bill #	Bill Date	Due Date	Gross Amt	Discounts	Balance Due
ABC Trucking	ABC	987	03/29/2025	04/30/2025	\$450.00	--	\$441.00
Status	User						
In Process	Karli Bennett						
Description							
--							
Attachment(s)							
No Attachments Found							
APPROVAL DETAILS							
Approver	Status	Timestamp					
Karli Bennett	Pending	--					

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