

AP Bills In Approval Process - SKY Vendor

Last Modified on 03/26/2024 7:25 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 **Eye** icon to view *Approval Details* including the *Approver*, *Status*, *Timestamp*, and any *Approver Notes*.

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 (2)


My Approvals (1)

Q 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	 
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APPROVAL DETAILS



Approver
Karli Bennett

Status
Pending


Timestamp
--

Approver Notes
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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.

<div>Vendor Name ABC Trucking</div> <div><div>Vendor ID ABC</div><div>Bill # 987</div><div>Bill Date 12/29/2023</div><div>Due Date 01/30/2024</div><div>Gross Amt \$450.00</div><div>Discounts --</div><div>Balance Due \$441.00</div></div> <div><div>Status In Process</div><div>User Karli Bennett</div></div> <div>Description --</div> <div>Attachment(s) No Attachments Found</div> <div>APPROVAL DETAILS</div> <div><div>Approver Karli Bennett</div><div>Status Pending</div><div>Timestamp --</div></div>							
<div>Search...</div>							
	G/L Account 6000000-00	Description Expenses	Amount \$450.00	Quantity 0.00	Vehicle --	Comment --	