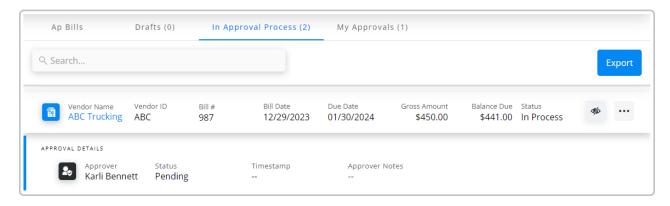
AP Bills In Approval Process - SKY Vendor

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.



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.

