

AP Bills My Approvals - SKY Vendor

Last Modified on 06/17/2024 10:28 am CDT

The *My Approvals* tab in SKY Vendor lists all Bills ready for approval by the SKY user currently logged in.

Select the **Eye** icon to view additional details including the *G/L Account, Description, Amount, Quantity, Vehicle, and Comment*.

Note: The *My Approvals* tab is only available for those added as **Approvers** in SKY Admin.

Ap Bills	Drafts (0)	In Approval Process (2)	My Approvals (1)						
<input type="text" value="Search..."/>									
Export									
Vendor Name	Vendor ID	Bill #	Bill Date	Due Date	Gross Amount	Balance Due	Status		
ABC Trucking	ABC	987	12/29/2023	01/30/2024	\$450.00	\$441.00	In Process		
SHOWING 1 OF 1									
	G/L Account	Description	Amount	Quantity	Vehicle	Comment			
	6000000-00	Expenses	\$450.00	0.00	--	--			

The **Ellipsis** provides options to *View and Approve* and *Download Attachments* if there are any on the Bill.

Selecting *View and Approve* displays the Bill to review *Posting Info, Bill Info, Expense Breakdown & Predefined Split, Terms & Discounts, Approver Info, and Notes*.

Note: Only information in the *Expense Breakdown & Predefined Split* section can be edited. Additionally, the *Add to 1099* checkbox can be selected and an amount entered.

After reviewing the information, select *Approve* or *Deny*. Selecting *Approve* sends the Bill on to the next Approver or back to who originally entered the Bill if the last Approver in the process. From there, the Bill can be posted. Choosing *Deny* sends the Bill back to who originally entered the Bill to fix any issues and send back through the Approval process.

Approvers will receive an email listing any new Bills needing their approval. These emails are sent in CST around 8am, 12pm, 4pm, and 8pm. Selecting the link in the email opens the *My Approvals* tab in SKY Vendor.

Note: These emails will only show new Bills since the last email sent.

Approver Info

Approvers receive an email prompting them to approve the bill. Emails listing the bills for approval are sent every 4 hours.

Approver: Karli Bennett Note to Approver: --

Approve Deny

Notes

0 / 255

+ Add Another Approver

Optionally enter any *Notes* and, when finished, select **Submit**.

Once approved by all Approvers, a notification displays to the SKY user who entered the Bill originally to **View Bill** and post. Under the *Approver Info* section, an *Approved* label displays with a date and timestamp as well as any notes.

Approver Info

Approvers receive an email prompting them to approve the bill. Emails listing the bills for approval are sent every 4 hours.

Approver

Karli Bennett

Note to Approver 0 / 40

✓ Approved

01/04/2024 02:27 PM

Notes:

[+ Add Another Approver](#) ⓘ

Changes made to the dollar amount after the Bill has been approved will be sent back through the approval process again.