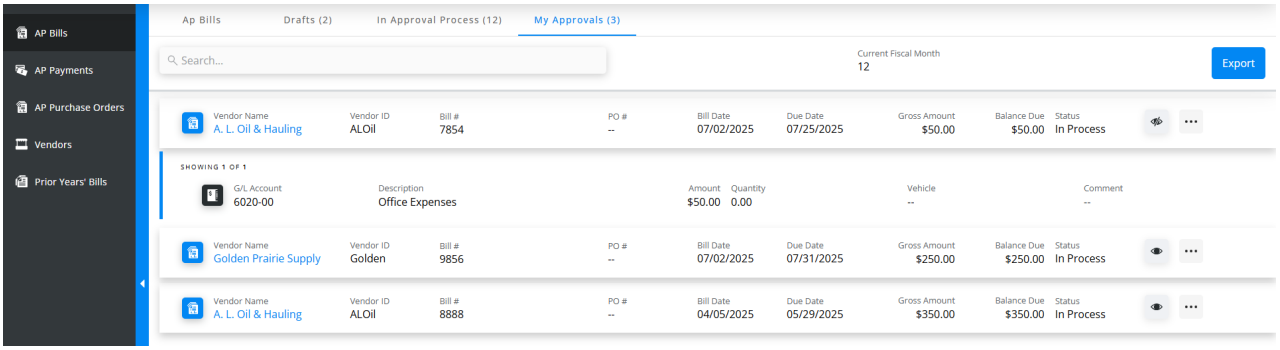
AP Bills My Approvals - Agvance SKY Vendor

Last Modified on 07/08/2026 3:29 pm CDT

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

Select the **Expand** 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 Agvance SKY Admin.



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

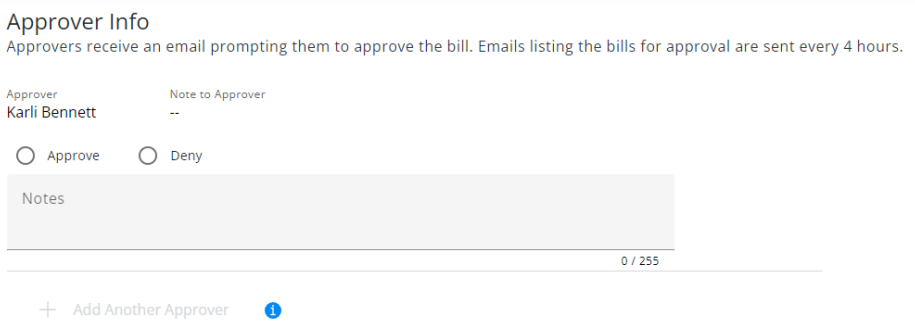
Selecting *View and Approve* displays the Bill to review *Posting Info*, *Bill Info*, *Expense Breakdown & Predefined Split*, *Terms & Discounts*, *Approver Info*, and *Notes*.

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.

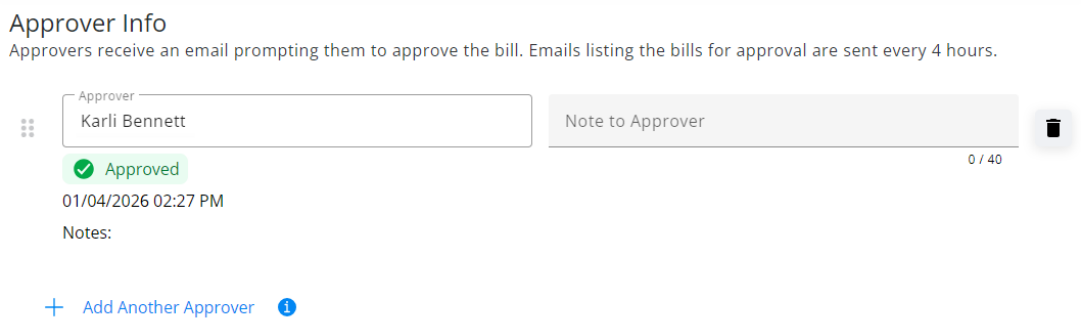
Approvers will receive an email listing any new Bills needing their approval. These emails are sent in CT around 8am, 12pm, 4pm, and 8pm. Selecting the link in the email opens the *My Approvals* tab in Agvance SKY Vendor.

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



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

Once approved by all Approvers, a notification displays to the Agvance 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.



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