

AP Bills My Approvals - SKY Vendor

Last Modified on 05/07/2024 7:46 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)

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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SHOWING 1 OF 1

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

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.