











## AP Bills My Approvals - SKY Vendor

Last Modified on 10/02/2025 11:22 am CDT

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

<div> <div> <div>AP Bills</div> <div>Drafts (2)</div> <div>In Approval Process (12)</div> <div>My Approvals (3)</div> </div> <div> <div>Search...</div> <div>Current Fiscal Month 12</div> <div>Export</div> </div> </div>										
	Vendor Name A. L. Oil & Hauling	Vendor ID ALOIL	Bill # 7854	PO # --	Bill Date 07/02/2024	Due Date 07/25/2024	Gross Amount \$50.00	Balance Due \$50.00	Status In Process	 
Showing 1 of 1										
	GL Account 6020-00	Description Office Expenses			Amount \$50.00	Quantity 0.00	Vehicle --	Comment --		
	Vendor Name Golden Prairie Supply	Vendor ID Golden	Bill # 9856	PO # --	Bill Date 07/02/2024	Due Date 07/31/2024	Gross Amount \$250.00	Balance Due \$250.00	Status In Process	 
	Vendor Name A. L. Oil & Hauling	Vendor ID ALOIL	Bill # 8888	PO # --	Bill Date 04/05/2024	Due Date 05/29/2024	Gross Amount \$350.00	Balance Due \$350.00	Status In Process	 

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	Note to Approver
<b>Karli Bennett</b>	--
<input type="radio"/> Approve	<input type="radio"/> Deny
<div>Notes</div>	
0 / 255	
<div>+ Add Another Approver</div>	

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

ℹ

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