Vendor Management - SKY Admin

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Vendor management is available under the *Vendor* option in SKY Admin.

🟢 Enable Autofill for my company. This allows users with Add/Edit access to upload files to be scanned and automatically filled in. **All users will have free access without fee until April 1st, 2025.**

⚪ Do not allow users to edit AP bill or view attachments if they are restricted from any GL account on the AP bill.

🟢 Enable AP Approval process for my company

👤 **Approvers**

Add and manage AP approvers who will approve or deny AP Bills.

MANAGE

Options available include:

- Enable Autofill for my company. This allows users with Add/Edit access to upload files to be scanned and automatically filled in.
- Do not allow users to edit AP bill or view attachments if they are restricted from any GL account on the AP bill
- Enable AP Approval process for my company

If enabling the AP Approval process, choose **Manage** on the Approvers card to add/manage AP Approvers. Select the *User* from the drop-down and choose the **Checkmark** to confirm the Approver. The *Email* that displays defaults from their SKY account. To remove the Approver, select the **Delete** icon. Add as many Approvers as necessary.

Approvers
Add and manage your approvers

User	Email	
Anna Admin (SSI)		🗑
Jane Example		🗑
Joe Example		🗑
Select User		✓

Once the AP Approval process is enabled, Approvers can be indicated/rearranged on the AP Bill. The AP Bills page

in SKY Vendor will show an *In Approval Process* tab (only available for those with the Add/Edit AP Bills permission enabled) that lists A/P Bills awaiting approval or those that have been approved but not yet reviewed and posted. The *My Approvals* tab lists all Bills ready for approval by the SKY User currently logged in.

If the AP Approval process is not enabled, the *Approvers* section when adding an AP Bill is not shown and the *In Approval Process* and *My Approvals* tabs will not be displayed. Additionally, this feature cannot be disabled if there are currently any Bills in the approval process.