

Vendor Management - SKY Admin

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

Options available include *Do not allow users to edit AP bill or view attachments if they are restricted from any GL account on the AP bill* and *Enable AP Approval process for my company*.

If enabling the AP Approval process, an *Approvers* section becomes available. 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 **Trash Can**. Add as many Approvers as necessary.



Vendor Management

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 your approvers

User Anna Admin	Email anna.admin@emaildomain.com	
User Joe Example	Email joe.example@emaildomain.com	
Select User		