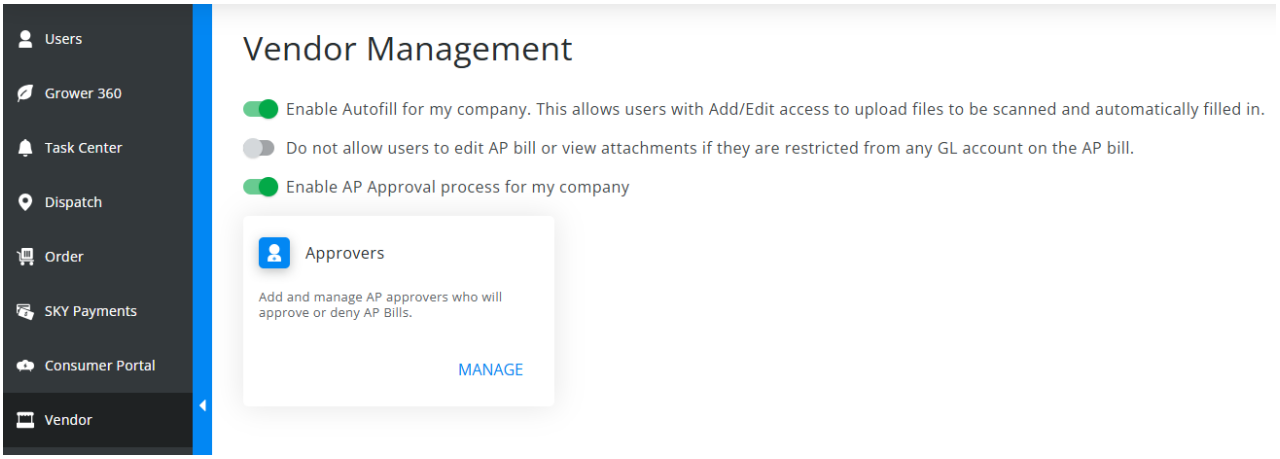
Vendor Management - SKY Admin

Last Modified on 07/16/2026 11:02 am CDT

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

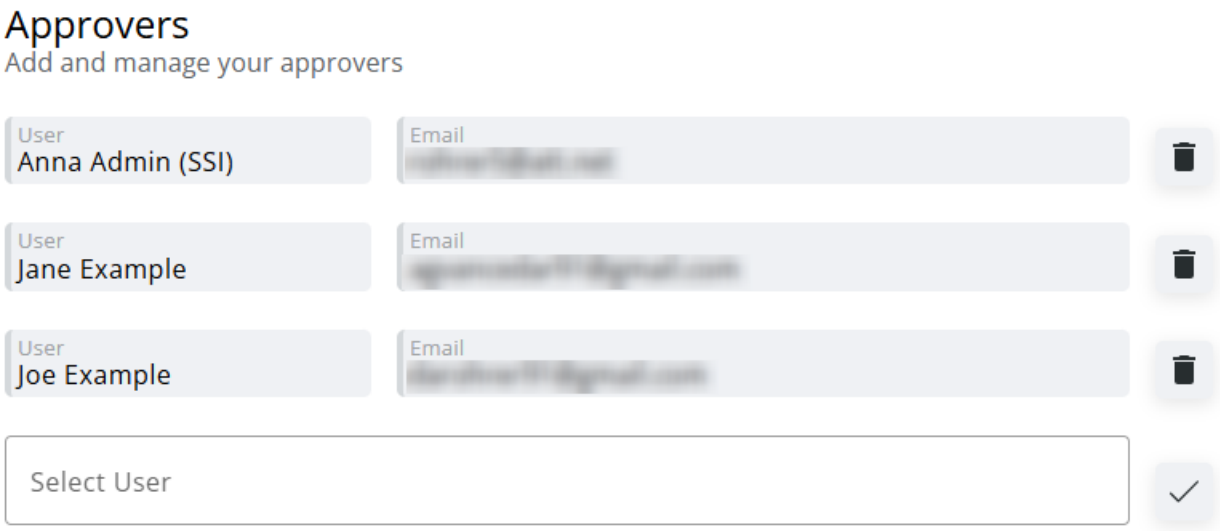


Options available include:

- 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

AP Approvers

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 Agvance SKY account. To remove the Approver, select the **Delete** icon. Add as many Approvers as necessary.

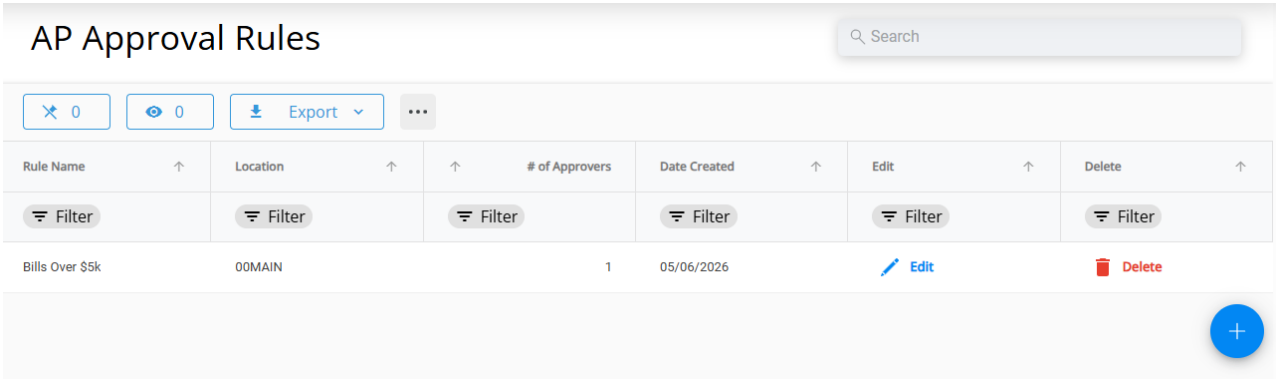


Once the AP Approval process is enabled, Approvers can be indicated/rearranged on the AP Bill. The *AP Bills* page in Agvance SKY Vendor will show an ***In Approval Process*** tab (only available for those with the *Add/Edit AP Bills* permission enabled) that lists A/P Bills awaiting approval or those that have been approved but not yet reviewed and posted. The ***My Approvals*** tab lists all Bills ready for approval by the Agvance 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.

AP Approval Rules

Add and manage rules to automatically add Approvers to certain AP Bills. Choose **Manage** on the *AP Approval Rules* card. From here, Approval Rules already set up are displayed with the ability to **Edit**/**Delete**.



Choose **+ Add Approval Rule** in the lower right to create a new Rule.

Rule Details

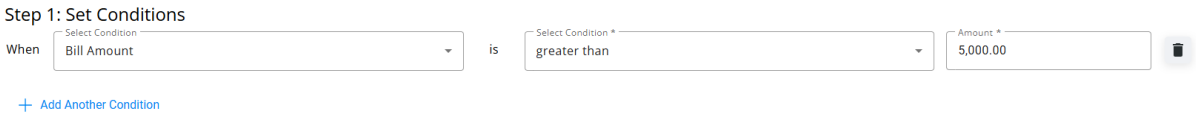


1. Enter a *Rule Name* of up to 60 characters.
2. Indicate the *Location*. This Rule will only apply to Bills added for the Location specified (based on the Vendor's Location).

Step 1: Set Conditions

1. From the *Select Condition* drop-down, options available are *Bill Amount*, *Vendor*, *GL Category*, and *GL Account*. Conditions can be removed by selecting the **Delete** icon.

   Note: All Conditions can only be selected once per rule. *Bill Amount* is the exception and can be selected twice to allow for a dollar amount range.

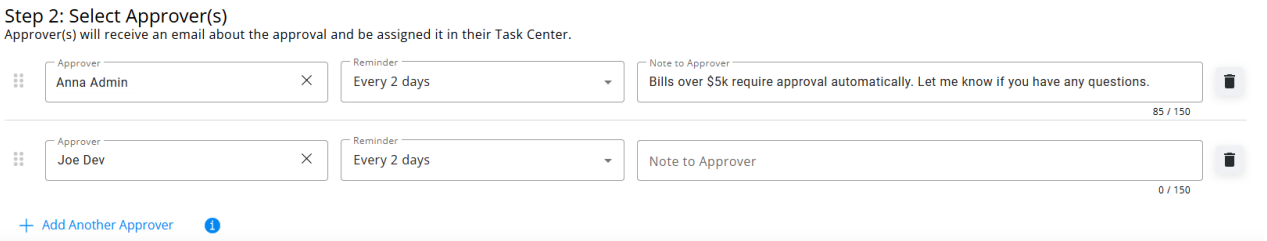


   - **Bill Amount** – The second *Select Condition* drop-down has options of *greater than*, *less than*, *greater than or equal*, and *less than or equal*. Once this condition is chosen, enter the *Amount*.

     Example: When *Bill Amount* is *greater than 1,000*
   - **Vendor** – Choose a *Vendor* from the drop-down. Typing in this field brings up Vendors matching the text entered.
   - **GL Category** – Choose from *Asset* (*Current*, *Inter.*, *Long Term*), *Liability* (*Current*, *Inter.*, *Long Term*), *Capital*, *Direct Income*, *Direct Expense*, *Overhead Expense*, *Other Income*, *Other Expense*, or *Taxes*.
   - **GL Account** – Choose a *GL Account* from the drop-down. Typing in this field brings up GL Accounts matching the text entered (either by ID or name).

Step 2: Select Approver(s)

The Approver(s) will receive an email and in-app notification about the approval and will be assigned in the Task Center.



1. Choose the *Approver* from the drop-down.

2. Optionally choose how often the Approver should be reminded from the *Reminder* drop-down
3. A brief *Note to Approver* can also be entered.
4. Approvers can be removed with the **Delete** icon or additional can be included by selecting **+ Add Another Approver**.

   Note: Bills affected by this Rule will be sent to the Approvers in the order they are listed. Drag and drop Approvers into the appropriate order if needed.
5. Choose **Save Rule** to save the rule and return to the *AP Approval Rules* grid or **Save and Start New** to save this Rule and add another.

When an **AP Bill** is added, **Apply Approver Rules** must be selected to add the Approvers from the Rule to the Bill.

