

AP Bills Approval History Dashboard

Last Modified on 07/01/2024 2:49 pm CDT

This dashboard honors user restrictions based on Vendor Location.

AP Bills Approval History ?							
Dashboard honors user restrictions based on vendor location 🔒							
AP BILLS							
Vendor ID and Name	Bill Number	Draft Status	Request User	Gross Amount	Discounts	Balance Due	
ABC / ABC Trucking	1234	Denied	ssi admin	\$350.00	\$0.00	\$350.00	
		In Process	ssi admin	\$350.00	\$0.00	\$350.00	
	4567	Approved	ssi admin	\$350.00	\$0.00	\$350.00	
		Denied	ssi admin	\$350.00	\$0.00	\$350.00	
AI Oil / A. I. Oil & Hauling	1234	Approved	ssi admin	\$350.00	\$0.00	\$350.00	

APPROVAL DETAILS								
Vendor ID and Name	Bill Number	Appro. #	Approver Name	Approval Notes	Status	Approval Status Update Date Time (CST)		
ABC / ABC Trucking	1234	1RE	Robert Ellis		Denied	4/29/2024 9:16:24 AM		
		1	Controller		Pending	Null		
		ssi	ssi admin		Pending	Null		
	4567	1	Controller			Approved	4/29/2024 9:21:43 AM	
					Changed to shop expense account	Approved	4/12/2024 7:06:26 AM	
		1RE	Robert Ellis		Approved	4/29/2024 9:20:31 AM		
				Denied	4/12/2024 8:07:13 AM			

AP BILL DETAILS										
Vendor ID and Name	Bill Number	GL Account..	GL Account Description	Approval N..	Amount	Quantity	Vehicle ID and Description	Comment	Change Date Time (CST)	
ABC / ABC Trucking	1234	1010-00	Checking Account - 1st	Robert Ellis	\$350.00	0.000			4/29/2024 9:16:24 AM	
			National	ssi admin	\$350.00	0.000			4/29/2024 9:09:28 AM	
4567	1010-00		Checking Account - 1st	Controller	\$350.00	0.000			5/2/2024 1:27:37 PM	
									4/29/2024 9:21:43 AM	
			National	Robert Ellis	\$350.00	0.000			4/29/2024 9:20:31 AM	
				ssi admin	\$350.00	0.000			4/29/2024 9:18:28 AM	
			6000-00	Expenses	ssi admin	\$500.00	0.000			4/12/2024 6:46:29 AM

Purpose

The AP Bills Approval History dashboard shows only AP Bills that have been through the Approval process in SKY. The dashboard can be used to see a history of the approval process.

Details

Select a Bill to filter down to the details of the Bill and of the approval. The **Filters** button can be selected to specify a *Start/End Date*, *Approver Name*, *Bill Number*, and/or *Vendor ID and Name*.