

Autofill AP Bills - SKY Vendor

Last Modified on 02/12/2026 8:39 am CST

Autofilling AP Bills can be made available for the company in SKY Admin by turning on *Enable Autofill* under **Vendor**. Turning this on allows those with Add/Edit AP Bill permissions to upload files that will be scanned and automatically populated.

Starting April 1st, 2025, the fee structure will be as follows:

- \$150/month base which includes the first 1,000 pages
- All pages over 1,000 will be \$0.10 each

This is a monthly invoice that will be sent the month after usage.

AP Bill drafts can be created by uploading a PDF, PNG, JPEG, or JPG file in SKY Vendor.

For best results, please limit to 10 files per upload.

GL Accounts can be written on the AP Bill and will be brought into the AP Bill draft in Vendor. If the GL Account written is not valid or active, it will not be populated on the draft.

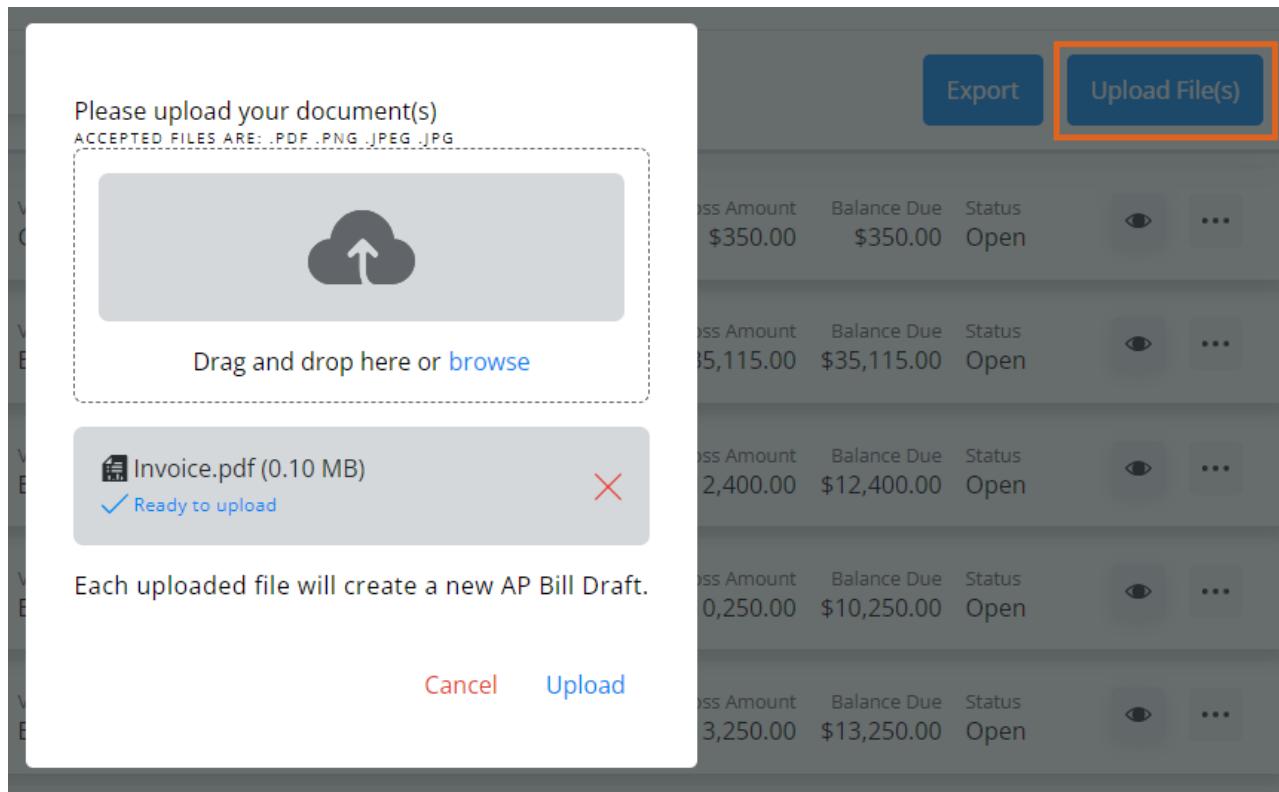
- If a GL Account is written for each line item, that code will be populated for each line item in the draft.
- If one GL Account is written on the Bill, that GL Account will be applied to all line items.
- If no GL Accounts are written, the default GL will be used from the Vendor's file or that GL Account will be blank and will have to be indicated when reviewing the draft.

Upload via Desktop

Select **Upload File(s)** then drag and drop the file(s) into the designated area or select **browse** to find the appropriate file(s). Each uploaded file will create a new AP Bill draft.

Note: Since each uploaded file creates its own AP Bill draft, make sure multiple AP Bills are not included in a single file.

Files display and indicate the size and if it is *Ready to upload*. Select the **X** to remove the file. Once files have been selected, choose **Upload**.



Upload via Phone/Tablet

When uploading an a file with a mobile device, tap **browse**. From the menu that displays, choose to open the *Photo Library*, *Take Photo*, or *Choose Files*. The *Take Photo* option opens the device's camera to take a picture of the Bill if it has not yet been saved to the device.

Ap Bills Drafts (39) In Approval Process (75) My Approvals (0)

Search... Current Fiscal Month 2 Export Upload File(s)

Vendor Name: 12345

Vendor ID: 142232
Bill #: 111111
PO #: --
Bill Date: 12/04/2123
Due Date: 01/15/2124
F. M.: 2
Gross Amount: \$0.00
Balance Due: \$0.00
Status: Open

Vendor Name: ABC Truck

Vendor ID: ABC
Bill #: 15400339
PO #: 442
Bill Date: 12/04/2123
Due Date: 01/15/2124
F. M.: 2
Gross Amount: -\$1,000.00
Balance Due: -\$1,000.00
Status: Open

Please upload your document(s)
ACCEPTED FILES ARE: .PDF

Photo Library Take Photo Choose Files

Drag and drop here or [browse](#)

Each uploaded file will create a new AP Bill Draft.
For best results, please limit to 10 files per upload.

Cancel Upload

+ Add Bill

After analyzing the uploaded file(s), the Bill is ready for review on the *Drafts* tab. The yellow icon indicates this Bill was created via an upload and needs attention. The **Ellipsis** provides options to *Edit*, *Delete*, or *Download Attachments*.

Ap Bills **Drafts (1)** In Approval Process (2) My Approvals (0)

Search... Export

Vendor Name	Vendor ID	Bill #	Bill Date	Due Date	Gross Amount	Balance Due	Status
ABC Truck	ABC	15400339	09/12/2024	09/12/2024	\$0.00	\$0.00	Draft

Edit the Bill to review information and populate anything that is missing. Unfilled required inputs are indicated at the top of the Bill.

Vendors selected on a Bill uploaded via Autofill will be remembered and auto-populated the next time a Bill for that

Vendor is uploaded.

! Unfilled required inputs

The following required inputs were not identified from your uploaded Bill:

- You must enter a Due Date

Please review the entire AP Bill for accuracy before unchecking the Draft checkbox and posting.

An existing AP PO can be imported and will be marked as *Processed* when the AP Bill is posted.

Each line on the file will have its own line on the Bill. Be sure to review the *Expense Breakdown & Predefined Split* section to ensure the appropriate GL Account information is selected.

Use the steps for [AP Bill Drafts](#) to finish the process.