Autofill AP Bills - Agvance SKY Vendor

Last Modified on 08/26/2026 4:32 pm CDT

Autofilling AP Bills can be made available for the company in Agvance 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 Agvance 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 Agvance SKY Vendor. If the GL Account written is not valid or active, it will not be populated on the draft.

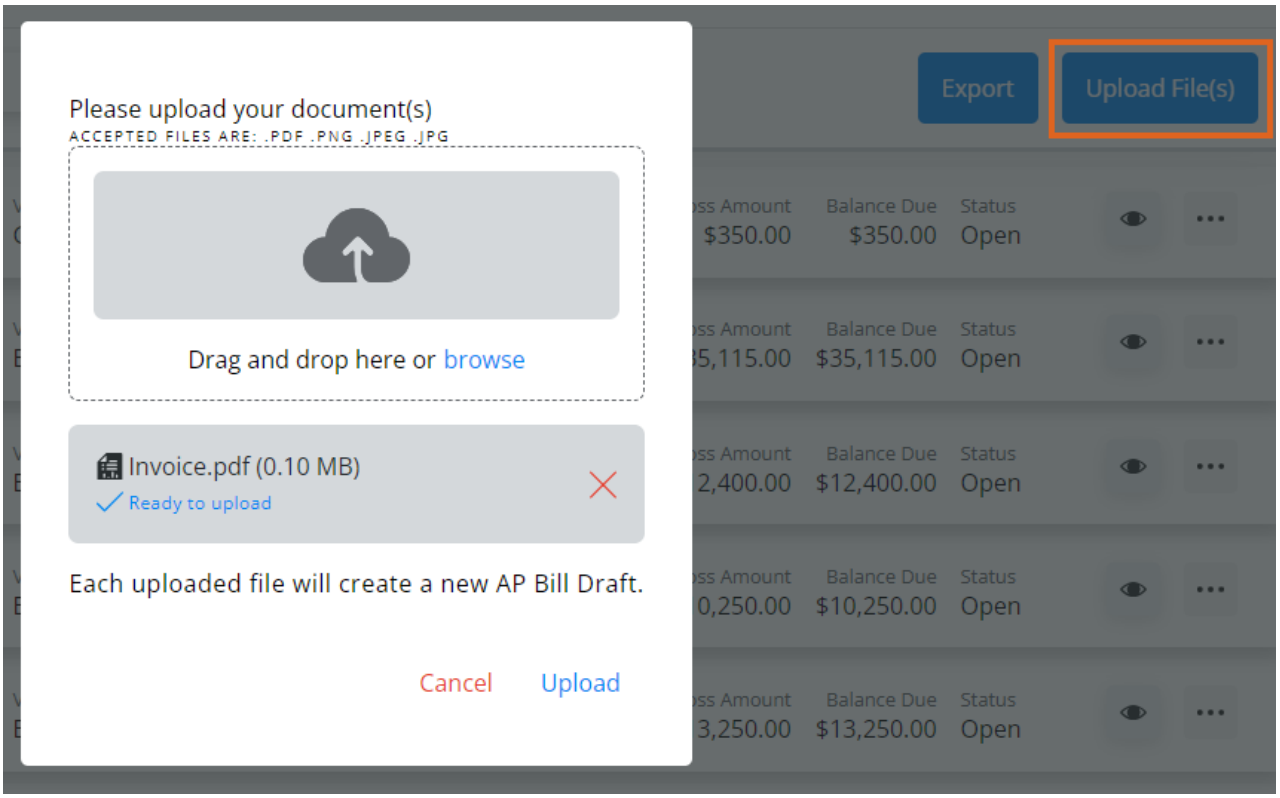
- If a GL Account is written for each line item, that code will be populated for each line item in the draft.
- If one GL Account is written on the Bill, that GL Account will be applied to all line items.
- If no GL Accounts are written, the default GL will be used from the Vendor's file or that GL Account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

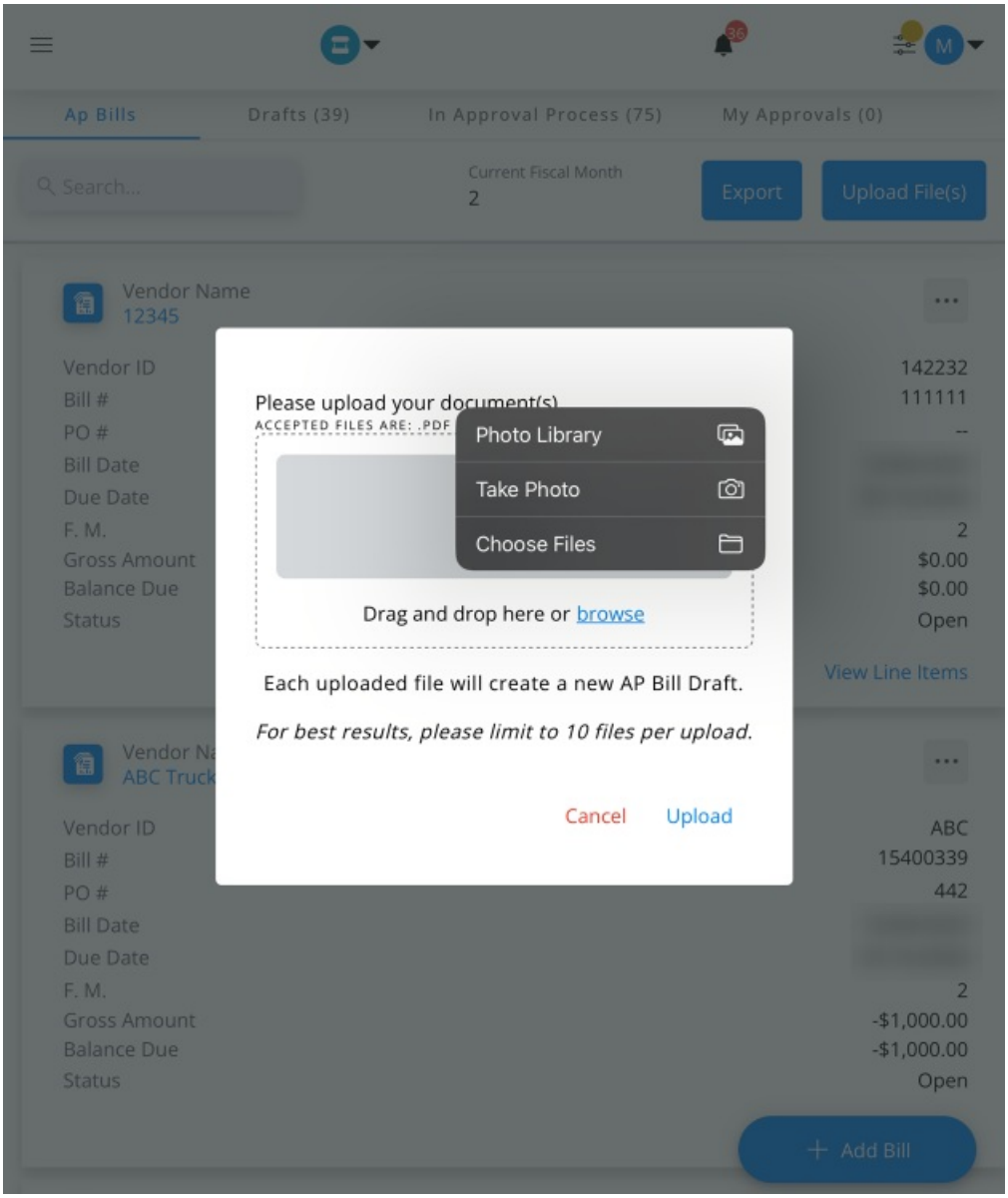
Note: Since each uploaded file creates its own AP Bill draft, make sure multiple AP Bills are not included in a single file.

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**.

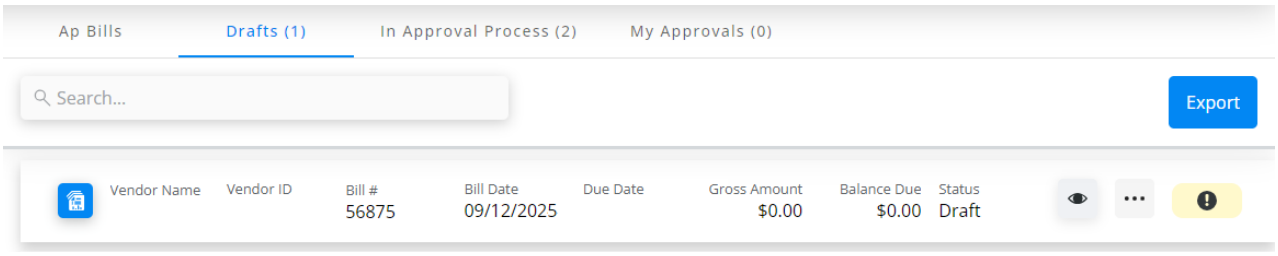


Upload via Phone/Tablet

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.

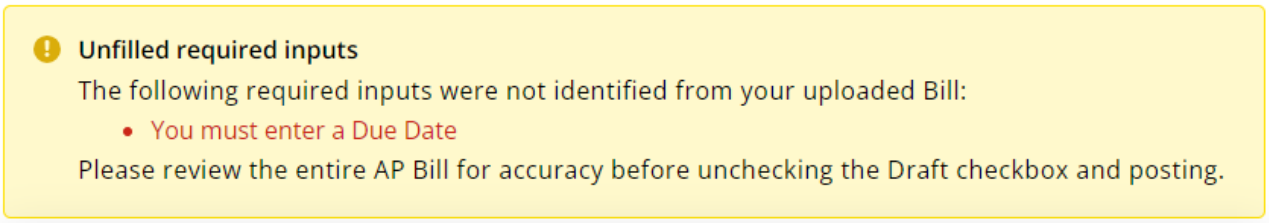


After analyzing the uploaded file(s), the Bill is ready for review on the *Drafts* tab. The yellow icon indicates this Bill was created via an upload and needs attention. The **Ellipsis** provides options to *Edit*, *Delete*, or *Download Attachments*.



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.



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.