

Autofill AP Bills - SKY Vendor

Last Modified on 12/11/2024 1:32 pm 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.

This feature is free to use until April 1st, 2025. Additional details regarding the fee structure will be made available at a later date.

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.

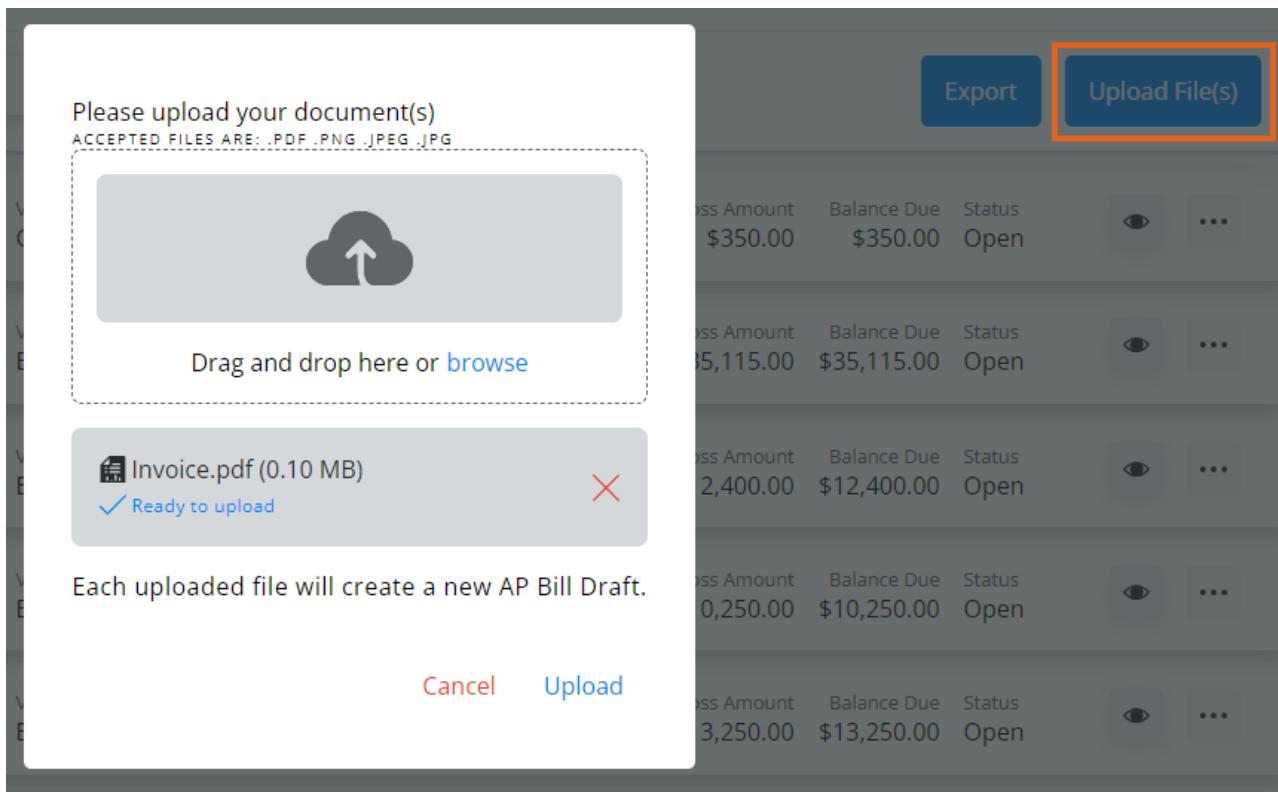
GL Accounts can be written on the AP Bill and will be brought into the AP Bill draft in Vendor. If the GL Account written is not valid or active, it will not be populated on the draft.

- 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.

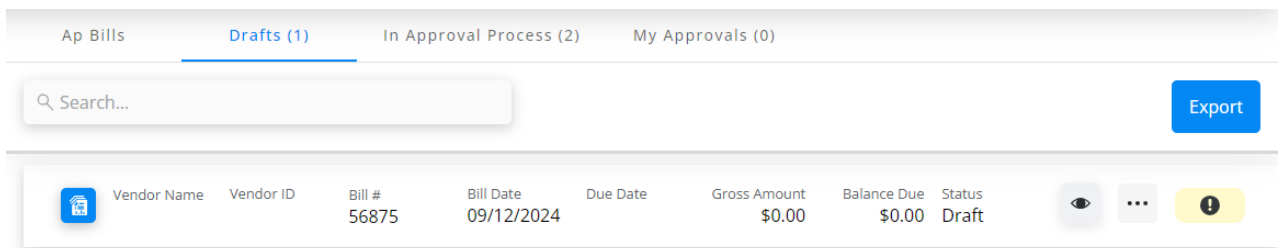
Select **Upload File(s)** then drag and drop the file(s) into the designated area or select **browse** to find the appropriate file(s). Each uploaded file will create a new AP Bill draft.

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

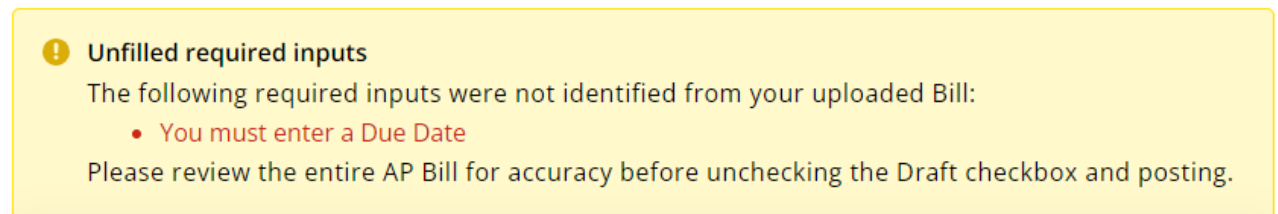
Files display and indicate the size and if it is *Ready to upload*. Select the **X** to remove the file. Once files have been selected, choose **Upload**.



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.



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.