

Add and Pay a Bill with an Approver Workflow

Last Modified on 05/06/2025 3:49 pm CDT

AP workflows in Vendor make entering and paying bills an easy part of the work day.

Add an AP bill, optionally set an approver on the bill, and then pay the bill once approved, all from SKY.

- Add an AP Purchase Order in SKY Vendor. For more information on AP Purchase Orders see [here](#).
- See more information [here](#) on how to Add, Edit, Void, or Reverse Bills in SKY Vendor.
- For additional information on using the SKY Vendor auto fill tool visit [Autofill AP Bills](#).
- Learn more about adding AP Payments in SKY Vendor [here](#).
- Learn how to establish a bill approval system [here](#).