

Getting Started with Agvance SKY - Educational Pathway

Last Modified on 10/02/2026 9:40 am CDT

Get started in Agvance SKY with relevant links and descriptions separated by role.

Accounts Payable Clerk

Agvance SKY Vendor

Vendors

- [Vendors](#) – View/Add/Edit the business's Vendors and manage attachments connected to Vendor profiles.

AP Purchase Orders

- [AP Purchase Orders](#) – AP Purchase Orders give the ability to create expense Purchase Orders that can be directly imported into AP Bills.

AP Bills

- [AP Bills](#) – Vendor invoices for services or items not for resale are entered as AP Bills. This adds to the Vendor balance, applicable expense accounts, and the Accounts Payable account.
- [Autofill AP Bills](#) – Companies with this feature enabled can upload AP Bills to automatically populate an AP Bill draft.
- [AP Bills In Approval Process](#) – Bills awaiting approval or those that have been approved but not yet reviewed/posted are shown on the *In Approval* tab in SKY Vendor.
- [Add and Pay a Bill with an Approver Workflow](#) – This video shows the entire process of adding and paying an AP Bill with an Approver.
- [Prior Years' Bills](#) – Bills at least 12 months old and paid in a previous fiscal year (from years ended after August 2024) can be viewed in SKY Vendor.

AP Payments

- [AP Payments](#) – Pay AP Bills, Bills created from prepaid Purchase Orders, or Bills originating from a Purchase Invoice. Payments can be made on Bills from multiple Vendors, or filter by Vendor to only pay Bills due to that Vendor.

Accounts Receivable Clerk

Agvance SKY Customer

- **Overview Page** – Manage Customer contact information, review *Balances* and *Past Due Invoices*, initiate Payments, monitor recent activity, manage Customer documents, and download Statements.
- **Invoices** – Review and download a Customer's Regular and Memo Invoices. Additionally, Payments can be initiated from the list of Invoices in SKY Customer.
- **Payments** – Manage Customer Payments (add, void, reverse) as well as review and download past Payments. Payments can be sent to Unapplied Credit/Cash (UAC) or applied to specific Invoices, Bookings, or Memo Invoices.

Agronomist/Salesperson

Agvance SKY Customer & Agvance SKY Order

- **Bookings** – Bookings lock in a specific amount of Product at an agreed-upon price. Bookings drive the price at invoicing and help ensure there is enough Product to fulfill orders. Bookings can be reviewed and initiated in both **SKY Customer** and **SKY Order**.
- **Deliveries** – Delivery Tickets are used to record inventory movement prior to billing. Deliveries can be reviewed and initiated in both **SKY Customer** and **SKY Order**.
- **Sales Orders** – Sales Orders are created when a Customer orders Product, but the company is not ready to ship the Product immediately. Sales Orders can be reviewed/initiated in **SKY Customer** and **SKY Order**.
- **Blends** – Blend Tickets represent Field-specific fertilizer or chemical orders. Blends can be reviewed/initiated in **SKY Customer** and **SKY Order**. Additionally, **Templates** can be set up in SKY Order for Blends to prepopulate information and save time when entering the order.
- **Plans** – Field Plans usually represent different applications on a Field. It is likely several Plans exist for a Field representing a season's fertilizer/chemical applications. Plans can be reviewed/initiated in **SKY Customer** and **SKY Order**. Additionally, **Templates** can be set up in SKY Order for Blends to prepopulate information and save time when entering the order.
- **Work Orders** – Work Orders are often used to enter orders for services like crop scouting and soil testing. Work Orders are saved as Delivery Tickets. Work Orders can be reviewed/initiated in **SKY Customer** and **SKY Order**.
- **Product Sets** – Product Sets are groups of inventory items often combined as blended products. This involves grouping fertilizer or other Products typically used when filling a requested analysis or nutrient recommendation.

Purchasing Agent

Agvance SKY Product

- **Purchase Orders** – A Purchase Order is an agreement with the Vendor on the Product's quantity and price. Review POs in Agvance SKY Product.
- **Purchase Receipts** – Purchase Receipts update inventory and help track exactly how much Product is on hand at any given time.
- **Purchase Invoices** – Purchase Invoices create Vendor AP Bills and update the Average and Last Cost. Review PIs in Agvance SKY Product.