



Vendor

Manage and Organize
Vendor Billing and
Payment Processes



Vendor is a web-based platform that enables real-time monitoring of AP purchase orders, billing, and vendor payments. Accessible via mobile, laptop, or desktop devices, it offers tools for organizing vendor payments, revising AP purchase orders, establishing bill approval systems, posting bills, and reviewing vendor payments—all at your convenience.



OVERVIEW

- Manage bills and payments from your business's vendors
- Create AP purchase orders
- Approve and post bills
- Monitor and track vendor payments
- Provide or limit SKY users access to Vendor application



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VENDORS

- View a list of all your business's vendors
- Refine the vendor list by vendor status and/or vendor locations.
- Add or edit vendors with enabled Admin permissions
- Access, review or delete attachments connected to vendor profiles
- Vendors cannot be changed to an Inactive status with a balance

AP PURCHASE ORDERS

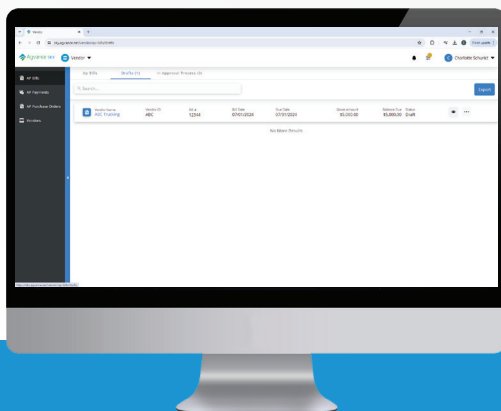
- Locate specific AP purchase orders by vendor name, vendor ID, PO #, PO date, and status
- Edit or void purchase orders
- Filter purchase orders by vendor status, PO status, and/or date range
- Export filter results to a CSV file
- View further details or search line-item details

AP BILLS

- Search for specific bills by vendor name, vendor ID, bill #, bill date, due date, gross amount, or status
- View or filter a grid of containing all vendor bills
- Export AP bills based on selected filters as a CSV file
- Edit, void, or reverse a bill
- Download Kwiktag documents when attached to bills
- View 3-line-item details on a bill simultaneously
- Select a vendor name or icon to display more information on a bill
- Save drafts of incomplete accounts payable bills
- View saved drafts in a separate tab location

AP BILL APPROVAL PROCESS

- Establish a sequential approval system to approve bills through multiple management levels
- View bills currently in the approval process in a separate tab
- Receive notification emails in alignment with approver order
- Updating the dollar amount on a bill requires it to reenter the approval process
- Edit or delete bills
- Review the approval history dashboard to view details of a bill and its approval



VIEW BILLS TO APPROVE IN MY APPROVALS

- Quickly view, approve and download bill attachments
- Edit expense breakdown & predefined splits
- Approval sends the bill onto the next approver or back to the bill creator to post the approved bill
- Denial sends the bill back to the creator for editing
- Receive emails listing new bills or end of month bill listings requiring your approval
- Enter notes on bills as needed

AP PAYMENTS

- Make vendor payments
- View a listing of AP Payments from Agvance data on a grid display
- Search vendor payments by vendor name, vendor ID, payment #, payment date, total payment, source, user, or status
- Filter AP Payment grid display by line-item details
- Export filter results to a CSV file
- Reprint or void payments

