



# Vendor

Manage and Organize  
Vendor Billing and  
Payment Processes



Manage and organize vendor billing and payment processes. SKY Vendor is a web-based portal that tracks the flow of purchase orders, bills, and vendor payments and locates them in real-time using mobile, laptop or desktop devices. The power to organize vendor payments, revise purchase orders, establish a bill approval system, post bills, and review vendor payments is at your fingertips.

## OVERVIEW

- Manage bills and payments from vendors
- Create purchase orders
- Approve and post bills
- Monitor and track vendor payments
- Provide or limit SKY users access to SKY Vendor app



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## VENDORS

- View a list of all your business's vendors within SKY Vendor
- Refine the vendor list by vendor status and/or vendor locations
- Add or edit vendors with enabled Admin permissions
- Access files attached to vendor profiles
- Review or delete attachments on vendor profiles
- Vendors cannot be changed to an inactive status with a balance

## AP PURCHASE ORDERS

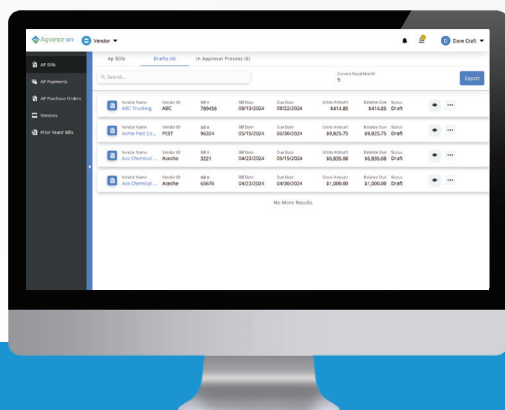
- Locate specific AP purchase orders by vendor name, vendor ID, PO #, PO Date, and status
- Edit or void purchase orders
- Filter purchase orders by vendor status, PO Status, and/or date range
- Export filter results to a CSV file
- View further details or search line-item details

## AP PAYMENTS

- View a listing of AP payments from Agvance data
- View AP payments on a grid display
- Search vendor payments by vendor, 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

## AP BILLS

- AutoFill AP bill information into the AP Bill screen by uploading an image of a bill, information from the image is extracted using AWS powered AI tools
- Search for specific bills by vendor name, vendor ID, bill #, bill date, due date, gross amount, or status
- View or filter the AP bill grid of vendor bills
- Export AP bills based on selected filters as a CSV file
- Edit, void, or reverse a bill
- Add attachments to AP bills and save them into the Agvance database, attachments will route through the approval process along with the bill they are attached to
- Downloading KwikTag Docs is available for bills with KwikTag documents attached
- View 3-line-item details on a bill simultaneously
- Select the vendor name or icon to display more information on a bill
- Save drafts of incomplete AP bills



## AP BILL APPROVAL PROCESS

- Establish a hierarchical sequential approval system to approve bills through multiple people
- View bills 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
- 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

