

# AP Purchase Orders - SKY Vendor

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## Overview

AP Purchase Orders are available in the left navigation. Search for specific AP Purchase Orders by *Vendor Name*, *Vendor ID*, *PO #*, *PO Date*, and *Status*.

Select the **Expand** button to view additional details.

Vendor Name	Vendor ID	PO #	PO Date	PO Balance	Status		
Dukes Farm Supply	Dukesf	7765	08/23/2024	\$700.00	Open		
SHOWING 1 OF 1							
GL Account	Description	Amount	Quantity	Unit Price	Part #	Vehicle	Comment
1510-00	Inventory - Dry Fert	\$700.00	0.00	\$0.00	--	--	
Golden Prairie Supply	Golden	99883	08/23/2024	\$850.00	Open		

The **Ellipsis** can be selected to **Edit** or **Void** the Purchase Order. If editing, an option is available to *Mark as Processed* which will cause the AP PO to no longer be available to import into an AP Bill. This option may be needed if the AP PO was not pulled into an AP Bill and is no longer needed.

## PO Info

Enter general PO info below

<input type="text" value="Purchase Order #*"/> 6543 4 / 10	<input type="text" value="Purchase Order Date*"/> 1/15/2025 	<input type="checkbox"/> Mark as Processed
<input type="text" value="Description"/> 0 / 40		

The **Filter** button can be selected to narrow down AP Purchase Orders by *Vendor Status*, *PO Status*, and/or *Date Range*. After selecting desired filter options, choose **Apply Filters**.

General

Vendor Status

Active

Inactive

PO Status

Open

Processed

Voided

Date Range

PO Date

Start Date

End Date

Apply Filters

UNAPPLIED FILTER CHANGES

Reset Filters

Choose **Export** to export all results displayed on the screen as a CSV file based on current searches/filters in place.

Select an AP Purchase Order to view more details and optionally search for specific line item details.

← Back | Purchase Orders > N and B Auto Parts(Nbauto)#1537

Vendor Name  
N and B Auto Parts

Vendor ID	PO #	PO Date	PO Balance	Discounts	Status	User
Nbauto	1537	05/09/2022	\$722.00	\$0.00	Open	1RE

Description

Notes

Search...

G/L Account	Description	Amount	Quantity	Unit Price	Part #	Vehicle	Comment
6030-00	Shop Expenses	\$722.00	0.00	\$0.00	--	--	fuel injector repair

## Add an AP Purchase Order

Adding AP Purchase Orders is available for those with *Add/Edit AP Purchase Orders* turned on in SKY Admin.

AP Purchase Orders can be added to accounts in SKY Vendor using the process below:

1. Select the + button to add an AP Purchase Order.
2. Choose the appropriate *Vendor* from the drop-down, then determine the *PO Numbering Location* from the drop-down. This determines the Location used for Purchase Order auto-numbering.

### Posting Info

Select a vendor for the new purchase order below

Vendor\*

PO Numbering Location \*




3. In the *PO Info* section, enter the *Purchase Order #* and *Purchase Order Date*. The PO number may default in if

auto numbering is set up in Agvance. Also, the date defaults as today's date but can be modified. A *Description* can optionally be entered.

## PO Info

Enter general PO info below

Purchase Order #*	Purchase Order Date *
76452	2/15/2023
5 / 10	
Description	
0 / 40	

4. Indicate the *Split ID* and *Amount* if the Purchase Order is to be split across multiple accounts. Choose **Apply**. This will apply the split and remove any existing lines.

## Expense Breakdown & Predefined Split

Split the purchase order across multiple accounts below

Split ID	Amount	Apply
	0.00	

Clicking "Apply" will apply the split and remove any existing lines.

**Note:** Split IDs must first be set up in Agvance at *Accounting / Setup / G/L / G/L Splits*.

-OR-

Select in the *GL Account\** field and choose the appropriate account for this PO. The *Description* defaults in as the description entered on the account in Agvance. Optionally enter the *Amount*, a brief *Comment*, and the *Quantity*. Select a *Vehicle Location* and/or *Vehicle* from the drop-down. Optionally enter a *Unit Price* and/or *Part #*. Select **Add New Line Item** to create additional lines.

Add line item information below

GL Account	Description	Amount	Comment*	Quantity
<a href="#">Advanced Search</a>		0.00		0.000
				0 / 40
Vehicle Location	Vehicle	Unit Price	Part #	
		0.00		
				0 / 40

Optionally select **Advanced Search** under the *GL Account* field to filter the *GL Account* drop-down. Filter by *Profit Center*, *GL Account ID*, and/or *GL Account Description*. Once filters are indicated, choose **Apply**. Select in the *GL Account* drop-down on the left to display *GL Accounts* matching the filters applied.

## Select GL Account

GL Account

- 1010000-00  
Checking Account - 1st National
- 1020000-00  
Checking Account Grain
- 1100000-00  
Undeposited Cash
- 1100000-01  
Undeposited Cash
- 1100000-02  
Undeposited Cash
- 1100000-03

### GL Account Filters

Profit Center

#### GL Account ID

- Starts With  
 Contains  
 Ends With

#### GL Account Description

- Starts With  
 Contains  
 Ends With

Text

Text

Apply

Cancel Done

5. Select in the *Preset Terms* field to set terms for this Purchase Order. The *Discount GL* defaults from the Location setup but can be changed by selecting from the drop-down.

## Terms & Discounts

Select a discount term or set custom terms

Preset Terms

2/10n30

Discount GL

4100-00

If Paid By

2/25/2023



% Disc

2.00

\$ Disc

10.00

Net

490.00

[Set Custom Terms](#)

**Note:** An *Amount* must be present in the *Expense Breakdown & Predefined Split* section for this option to be available.

6. The *If Paid By* date(s) default if a Preset Term is selected but can be modified. If a Purchase Order was imported, any applicable discount information will be populated but can be altered.
- o Select **Set Custom Terms** to enter discount information not currently saved as Preset Terms. Choose **Add Custom Terms** to apply this discount to the Purchase Order.

### Set Custom Terms

Select a discount type

	<input checked="" type="radio"/> % Disc	<input type="radio"/> \$ Disc	<input type="radio"/> Net
If Paid By 2/25/2023	% Disc 2.00	\$ Disc 10.00	Net 490.00
If Paid By	% Disc 0.00	\$ Disc 0.00	Net 0.00
If Paid By	% Disc 0.00	\$ Disc 0.00	Net 0.00
If Paid By	% Disc 0.00	\$ Disc 0.00	Net 0.00
If Paid By	% Disc 0.00	\$ Disc 0.00	Net 0.00

Dates are saved and arranged in chronological order. Please verify dates and discounts.

[Clear](#)

[Cancel](#) [Add Custom Terms](#)

7. Enter any additional *Notes* and review the *Total*, *Discount*, and *Net* amounts. Select **Post & Start New** to post this Purchase Order and enter another or **Post Purchase Order** to post the Purchase Order and return to the *AP Purchase Orders* screen.

## Notes

Notes

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