AP Purchase Orders - Agvance SKY Vendor

Last Modified on 07/23/2026 4:00 pm CDT

Overview

AP Purchase Orders are available in the left navigation of Agvance SKY Vendor.

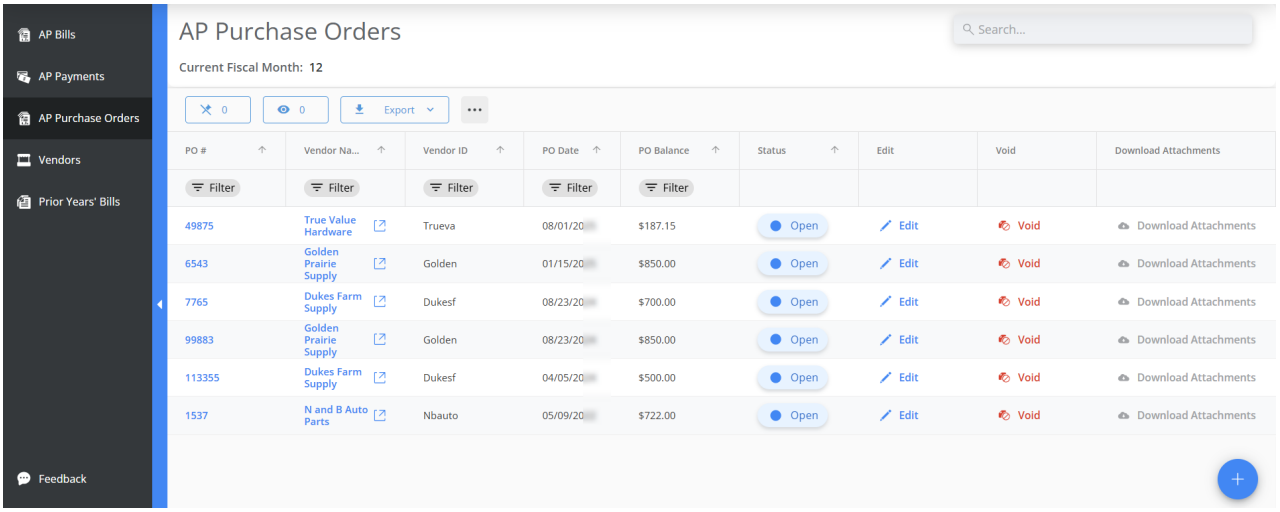
The *AP Purchase Orders* **grid** displays AP POs with the option to search and filter.

Options are available to **Edit**, **Void**, or **Download Attachments** at the far-right of the grid.

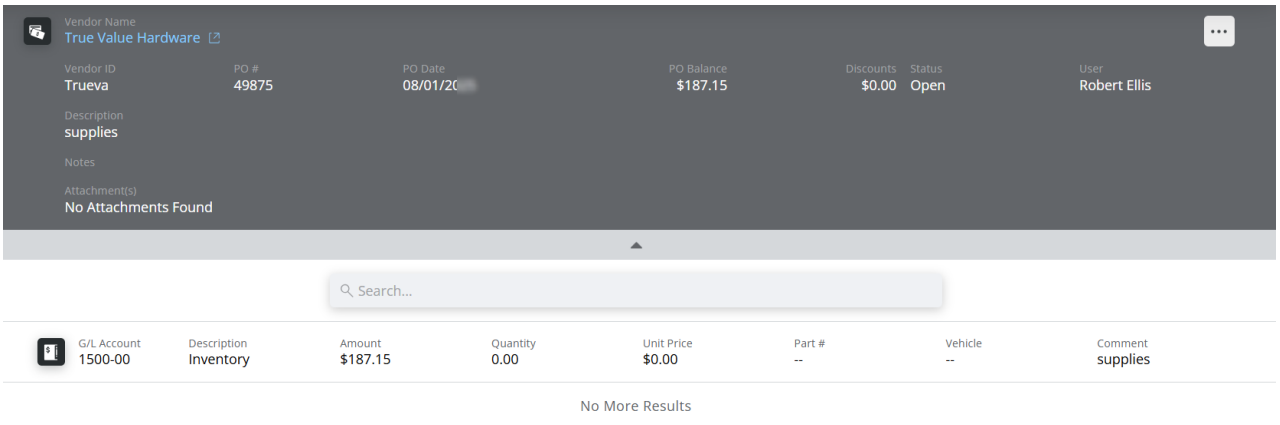
Note: If editing, an option is available to *Mark as Processed* which will cause the AP PO to no longer be available to import into an AP Bill. This option may be needed if the AP PO was not pulled into an AP Bill and is no longer needed.

Select the **Filter** button next to the User drop-down to filter by *Vendor Status*, *PO Status*, *Approval Status*, and/or *Date Range*. After filters have been selected, choose **Apply Filters**.

Selecting the **Vendor Name** opens that Vendor's profile as view-only information.



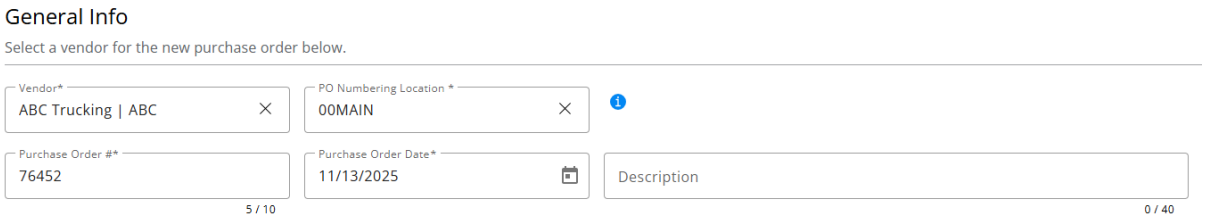
Select the **PO #** to view additional details.



Add an AP Purchase Order

Adding AP Purchase Orders is available for those with *Add/Edit AP Purchase Orders* turned on in Agvance SKY Admin. Select the **+** button to add an AP Purchase Order.

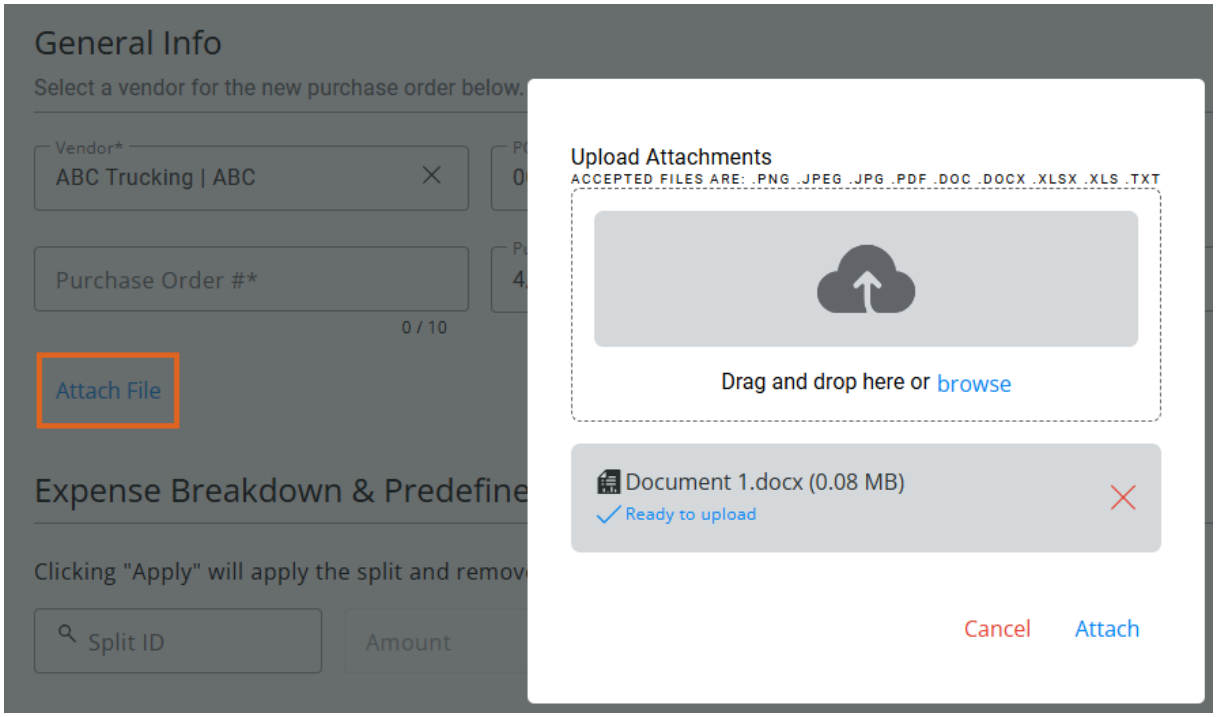
General Info

1. 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.
2. 

3. Enter the *Purchase Order #* and *Purchase Order Date*. The PO number may default if auto numbering is set up in Agvance Windows. The date defaults as today's date but can be modified. A *Description* can optionally be entered.
4. Choose **Attach File** to upload applicable documents for the AP PO. These files will flow to the AP Bill when the AP PO is imported into an AP Bill.

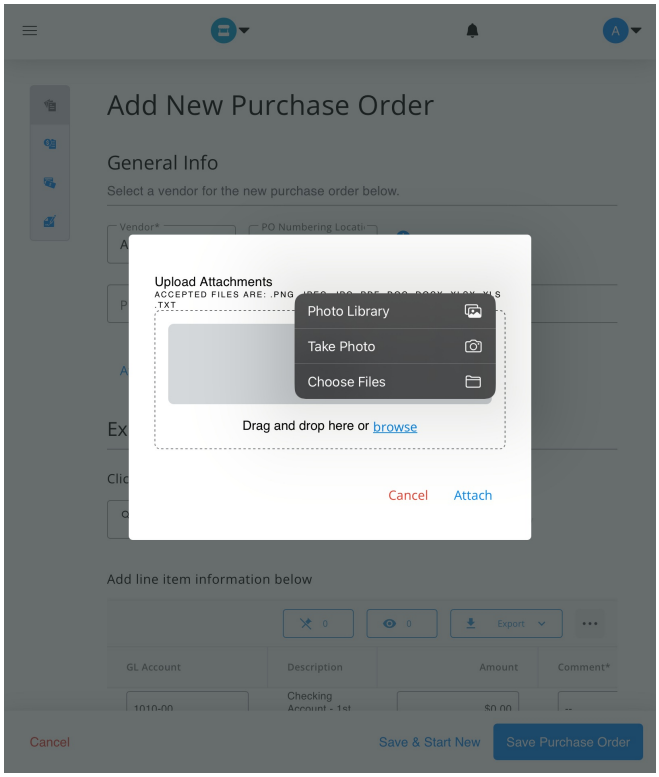
Upload via Desktop

Drag and drop the file(s) into the designated area, or select **browse** to find the appropriate file(s). Files display indicating the size and if it is *Ready to upload*. Select the **X** to remove the file. When finished, choose **Attach**.



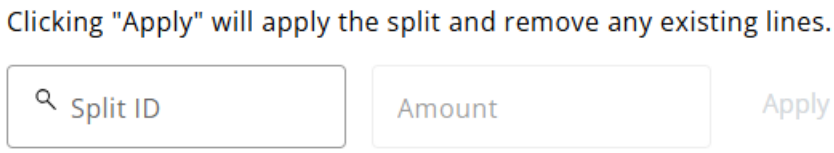
Upload via Phone/Tablet

When uploading an a file with a mobile device, tap **browse**. From the menu that displays, choose to open the *Photo Library*, *Take Photo*, or *Choose Files*. The *Take Photo* option opens the device's camera to take a picture of the document if it has not yet been saved to the device.



Expense Breakdown & Predefined Split

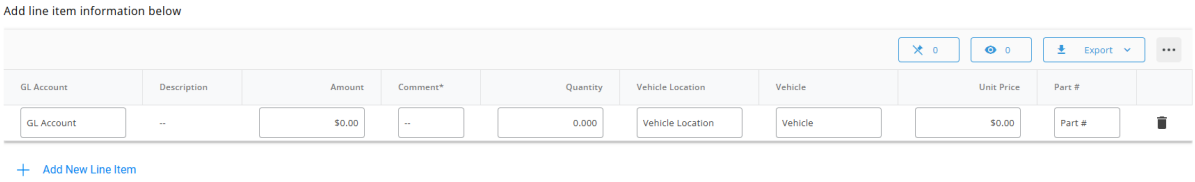
1. Indicate the *Split ID* and *Amount* if the Purchase Order is to be split across multiple accounts. Choose **Apply**. This will apply the split and remove any existing lines.



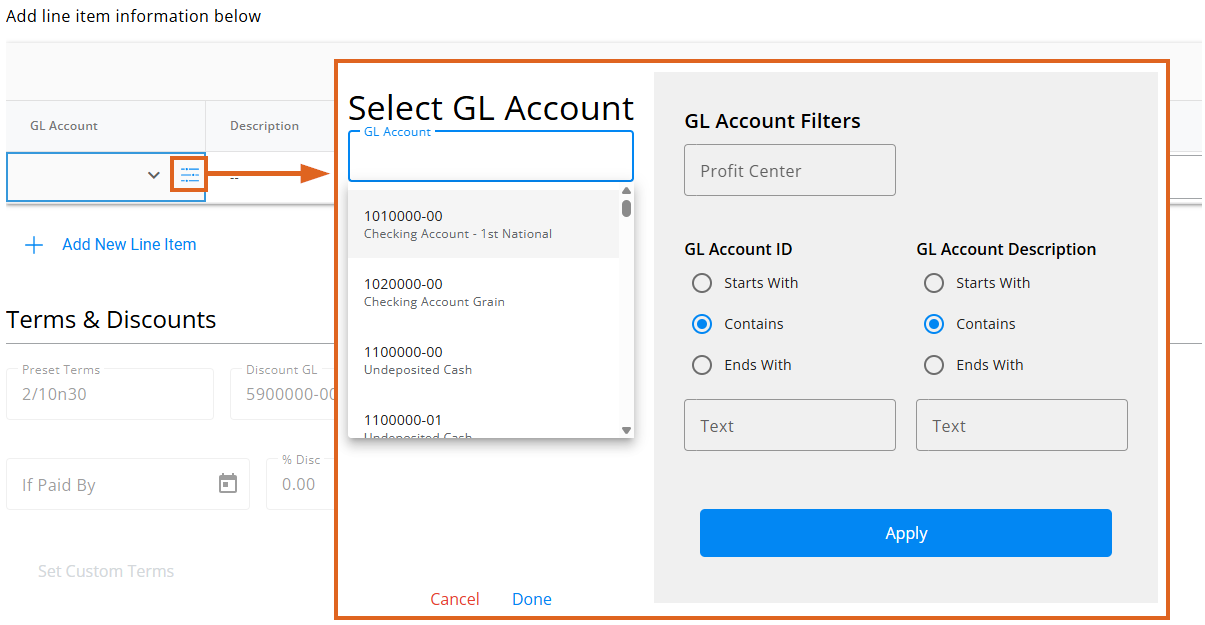
Note: Split IDs must first be set up in Agvance Windows at *Accounting / Setup / G/L / G/L Splits*.

-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. 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.

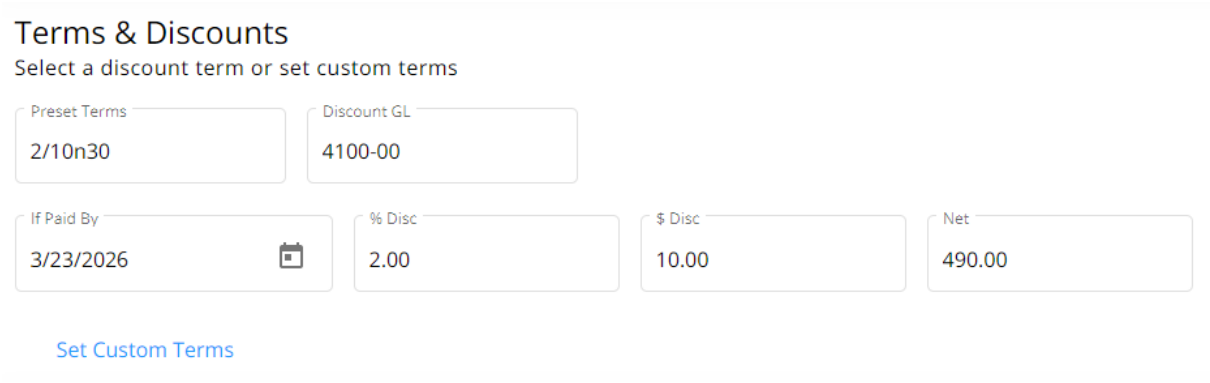


Optionally select the **Filter** icon within the *GL Account* field to filter the *GL Account* drop-down. Filter by *Profit Center*, *GL Account ID*, and/or *GL Account Description*. Once filters are indicated, choose **Apply**. Select in the *GL Account* drop-down on the left to display GL Accounts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



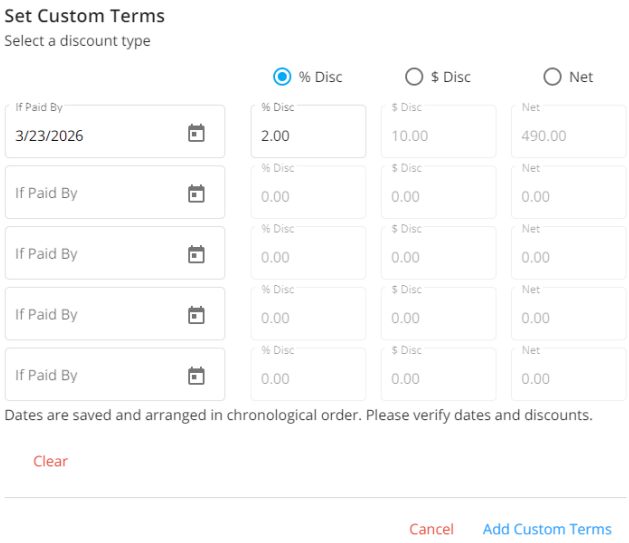
Terms & Discounts

1. 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.



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

2. 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.
    - 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.



Notes & Posting

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.

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