Vendors - SKY Vendor

Last Modified on 04/07/2025 1:57 pm CDT

Overview

A listing of all Vendors is available in SKY Vendor. The list can be narrowed down by selecting the **Filter** icon and specifying the *Vendor Status* and/or *Vendor Locations*. Vendors can be added or edited by those with the *Add/Edit Vendors* permission enabled in SKY Admin.

😭 AP Bills	Vendors	۹ Search		
AP Payments	Vendor Name A. L. Oil & Hauling	Vendor ID Location ALOII 00MAIN	Regular Balance \$0.00	Prepay Balance
😭 AP Purchase Orders	Vendor Name	Vendor ID Location	Regular Balance	Prepay Balance
	ABC Trucking	ABC 00MAIN	\$531.86	\$0.00
Vendors	Vendor Name	Vendor ID Location	Regular Balance	Prepay Balance
	Ace Chemical Inc	Aceche 00MAIN	\$0.00	\$0.00
	Vendor Name	Vendor ID Location	Regular Balance	Prepay Balance
	Acme Pest Control	PEST 00MAIN	\$1,025.20	\$0.00
	Vendor Name	Vendor ID Location	Regular Balance	Prepay Balance
	Acme Supply Distributor	ACME 00MAIN	\$5,984.10	\$0.00
	Vendor Name	Vendor ID Location	Regular Balance	Prepay Balance
	American General Insurance	AmGeneral 00MAIN	\$0.00	\$0.00
	Vendor Name Andrew Transport	Vendor ID Location Andrew 00MAIN	Regular Balance \$350.24	Prepay Balance +++

Vendor information can be viewed by selecting the Vendor in the list. The *Information* tab displays the *Profile*, *Contact Info*, *Notes*, *Payment and 1099 Info*, *Attributes*, and *Classifications*. The *Attachments* tab displays files attached to the Vendor profile and gives the ability to view or delete the attachment by selecting the **Ellipsis**.

Choose the Ellipsis on the Vendor then select Edit if changes need to be made.

Note: If the Vendor has a balance, they cannot be changed to *lnactive*.

Add a Vendor by selecting + Add Vendor in the bottom right.

Add a Vendor

Profile

Profile

Misc vendor and contact inform	ation			
Vendor ID *	Vendor Name *		Clocation *	
FarMar	Farmer's Market		00MAIN	×
6/10		15 / 50		
Our Account #	Terms Code	Website URL		
0 / 20				0 / 50

Attachment(s)

Attach File

1. Enter a Vendor ID and Vendor Name.

Note: Once the Vendor is saved, the Vendor ID cannot be modified.

2. The Our Account #, Terms Code, and Website URL fields are optional.

Note: Terms Codes must first be set up in Agvance before they can be applied to a Vendor here.

3. Select **Attach File** to browse and locate the appropriate files to attach. These can then be viewed on the *Attachments* tab when viewing the Vendor's information.

Contact Info

Contact Info			
Address 1		Address 2	
	0 / 50		0 / 50
City		State	Zip
	0/30		0/10
Country	Phone #1	Phone #2	Fax
	0 / 20	0 / 20	0/20
Email			
	0 / 60		

- Under Contact Info, enter the Address 1/Address 2 information. If the address is only one line, enter it in Address
 2. Address 1 could be used for a Care of if needed.
- 2. Fill out the remaining fields as applicable. The *State* and *Country* fields are drop-downs.

Notes

Notes

Notes

1. Notes for the Vendor can be entered here.

Payment and 1099 Info

Payment and 1099 Info Add 1099 information, payment method, and payment options 1099 Type * Default Expense Account 1099 Form Company Name Federal Tax ID # 0 / 50 0/20 Leave blank to print the vendor name from the profile 1099 Paid Amount Total Paid Amount Payment Method: PICK FROM THE LIST Check O ACH ○ EFT Payment Options: PICK FROM THE LIST Hold Payment Pay Only 1 Bill Per Check Electronic PO Vendor

- 1. The 1099 Type and Default Expense Accounts can be specified by choosing from the drop-downs.
- 2. Enter the 1099 Form Company Name and Federal Tax ID #.
- 3. Indicate the Payment Method and optionally check any of the Payment Options.
- 4. The 1099 Paid Amount and Total Paid Amount areas display as read-only information.

Note: These totals are only available after 1099 activity has been posted. When a new Vendor is added, no totals will appear until 1099 activity has been recorded for that Vendor.

Attributes

Attributes

GLN	Value
	0/60
Hide Optional Attributes 🗸	

- 1. Select View Optional Attributes **A**.
- 2. Attributes set up in Agvance display with a field to enter the Value.

Classifications

Classifications

Select Classes		
FUEL \times	UTILITIES	×

- 1. Classifications set up in Agvance can be chosen by using the *Select Classes* drop-down.
- 2. Choose one or more Classifications. Remove Classifications by selecting the X on the label.

When finished filling out the information for the Vendor, select **Add & Start New** to begin adding a new Vendor or **Add Vendor** to save the Vendor and return to the Vendor list.