

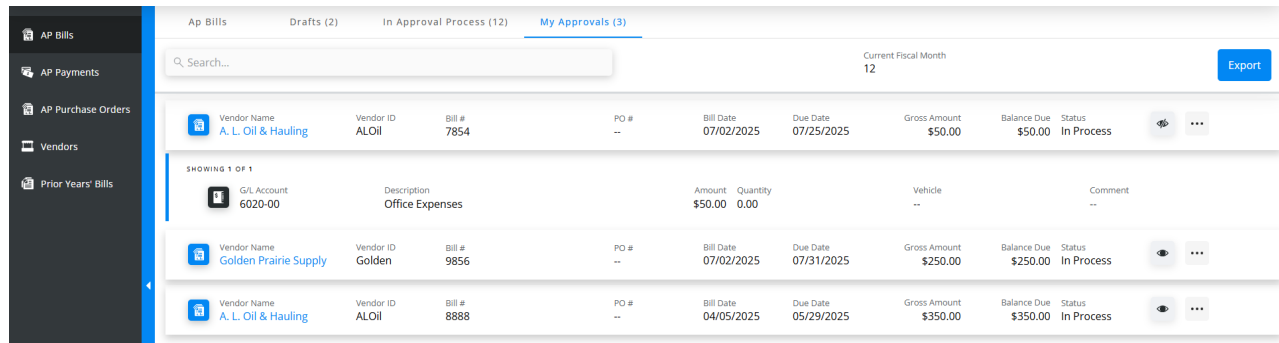
AP Bills My Approvals - SKY Vendor

Last Modified on 04/09/2026 8:03 am CDT

The *My Approvals* tab in SKY Vendor lists all Bills ready for approval by the SKY user currently logged in.

Select the **Expand** icon to view additional details including the *G/L Account, Description, Amount, Quantity, Vehicle,* and *Comment*.

Note: The *My Approvals* tab is only available for those added as **Approvers** in SKY Admin.



The screenshot shows the 'My Approvals' tab in the SKY Vendor interface. It features a search bar, a filter for 'Current Fiscal Month 12', and an 'Export' button. Below these are three bill entries, each with a table of details and an expandable view.

| Vendor Name | Vendor ID | Bill # | PO # | Bill Date | Due Date | Gross Amount | Balance Due | Status | Actions |
|-----------------------|-----------------|---------|----------|------------|------------|--------------|-------------|------------|---------|
| A. L. Oil & Hauling | ALOil | 7854 | -- | 07/02/2025 | 07/25/2025 | \$50.00 | \$50.00 | In Process | Expand |
| SHOWING 1 OF 1 | | | | | | | | | |
| G/L Account | Description | Amount | Quantity | Vehicle | Comment | | | | |
| 6020-00 | Office Expenses | \$50.00 | 0.00 | -- | -- | | | | |
| Golden Prairie Supply | Golden | 9856 | -- | 07/02/2025 | 07/31/2025 | \$250.00 | \$250.00 | In Process | Expand |
| A. L. Oil & Hauling | ALOil | 8888 | -- | 04/05/2025 | 05/29/2025 | \$350.00 | \$350.00 | In Process | Expand |

The **Ellipsis** provides options to *View and Approve* and *Download Attachments* if there are any on the Bill.

Selecting *View and Approve* displays the Bill to review *Posting Info, Bill Info, Expense Breakdown & Predefined Split, Terms & Discounts, Approver Info,* and *Notes*.

Note: Only information in the *Expense Breakdown & Predefined Split* section can be edited. Additionally, the *Add to 1099* checkbox can be selected and an amount entered.

After reviewing the information, select *Approve* or *Deny*. Selecting *Approve* sends the Bill on to the next Approver or back to who originally entered the Bill if the last Approver in the process. From there, the Bill can be posted. Choosing *Deny* sends the Bill back to who originally entered the Bill to fix any issues and send back through the Approval process.

Approvers will receive an email listing any new Bills needing their approval. These emails are sent in CST around 8am, 12pm, 4pm, and 8pm. Selecting the link in the email opens the *My Approvals* tab in SKY Vendor.

Note: These emails will only show new Bills since the last email sent.

Approver Info

Approvers receive an email prompting them to approve the bill. Emails listing the bills for approval are sent every 4 hours.

Approver: Karli Bennett
Note to Approver: --

Approve Deny

Notes

0 / 255

+ Add Another Approver ⓘ

Optionally enter any *Notes* and, when finished, select **Submit**.

Once approved by all Approvers, a notification displays to the SKY user who entered the Bill originally to **View Bill** and post. Under the *Approver Info* section, an *Approved* label displays with a date and timestamp as well as any notes.

Approver Info

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The screenshot shows the 'Approver Info' section. On the left, there is a list of approvers with a three-dot menu icon to the left of the name 'Karli Bennett'. Below the name is a green checkmark and the word 'Approved'. Underneath that is the timestamp '01/04/2026 02:27 PM' and the label 'Notes:'. To the right of the name is a text input field labeled 'Note to Approver' with a character count '0 / 40' and a trash icon. At the bottom left, there is a blue plus sign followed by the text 'Add Another Approver' and an information icon.

Changes made to the dollar amount after the Bill has been approved will be sent back through the approval process again.