

Vendor Management - SKY Admin

Last Modified on 11/25/2024 1:51 pm CST

Vendor management is available under the *Vendor* option in SKY Admin.

Options available include:

- Do not allow users to edit AP bill or view attachments if they are restricted from any GL account on the AP bill
- Enable AP Approval process for my company

If enabling the AP Approval process, choose **Manage** on the Approvers card to add/manage AP Approvers. Select the *User* from the drop-down and choose the **Checkmark** to confirm the Approver. The *Email* that displays defaults from their SKY account. To remove the Approver, select the **Delete** icon. Add as many Approvers as necessary.

Once the AP Approval process is enabled, Approvers can be indicated/rearranged on the AP Bill. The AP Bills page in SKY Vendor will show an **In Approval Process** tab (only available for those with the Add/Edit AP Bills permission enabled) that lists A/P Bills awaiting approval or those that have been approved but not yet reviewed and posted. The **My Approvals** tab lists all Bills ready for approval by the SKY User currently logged in.

If the AP Approval process is not enabled, the *Approvers* section when adding an AP Bill is not shown and the *In Approval Process* and *My Approvals* tabs will not be displayed. Additionally, this feature cannot be disabled if there are currently any Bills in the approval process.



Vendor Management

Do not allow users to edit AP bill or view attachments if they are restricted from any GL account on the AP bill.

Enable AP Approval process for my company

Approvers

Add and manage your approvers

User Anna Admin	Email anna.admin@emaildomain.com	
User Joe Example	Email joe.example@emaildomain.com	
Select User		