

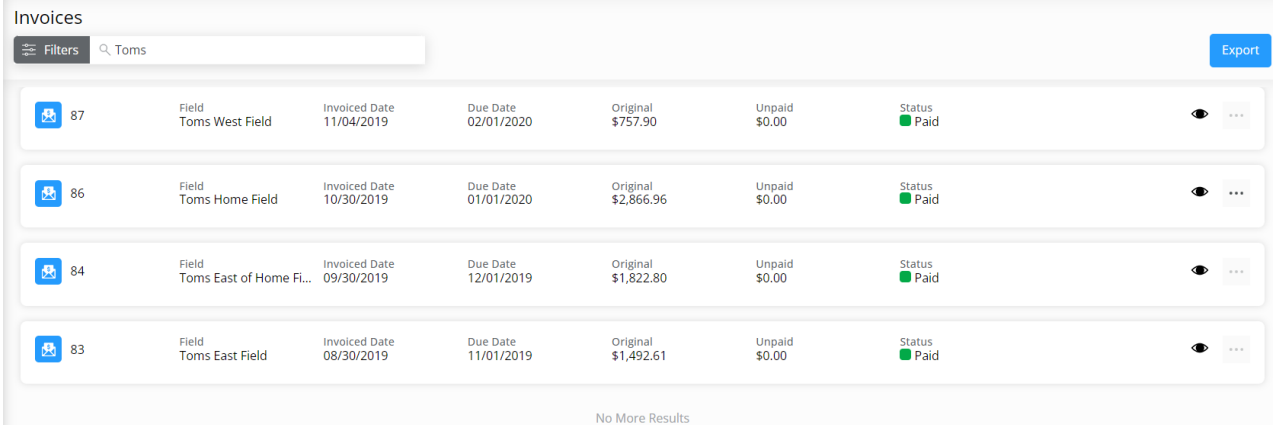
Grower360 Invoices

Last Modified on 12/20/2022 11:09 am CST

A listing of all product Invoices can be viewed from the *Invoices* menu. This includes both paid and unpaid Invoices.

Search

The *Search* field can be used to search by *Invoice #*, *Control #*, *Field* or *Invoice Status*. Using the *Search* field filters the data down by matching results.





Invoice #	Field	Invoiced Date	Due Date	Original	Unpaid	Status	
87	Toms West Field	11/04/2019	02/01/2020	\$757.90	\$0.00	Paid	...
86	Toms Home Field	10/30/2019	01/01/2020	\$2,866.96	\$0.00	Paid	...
84	Toms East of Home Fi...	09/30/2019	12/01/2019	\$1,822.80	\$0.00	Paid	...
83	Toms East Field	08/30/2019	11/01/2019	\$1,492.61	\$0.00	Paid	...

No More Results


Filter

Data can be further filtered by selecting the **Filters** icon next to the *Search* field. Filter by *Invoice Date Range* to display results for Invoices with an *Invoice Date* within the selected date range or *Due Date Range* to display Invoices with a *Due Date* in the specified range. The filter can be used in conjunction with the *Search* feature.


Select the **Calendar** icon and choose a date from the calendar that displays or select in the *Date Range* fields and key in the desired start and end dates. Choose **Apply Filters** when done.

 **Filters**
 Search


Invoice Date Range

Start Date 


to

End Date 

Due Date Range



Start Date 

to

End Date 

Apply Filters




The filters selected display below the **Filters** button.

Invoices
 **Filters**  Search

Filtered by

- Date Range: 01/01/2022 - 12/20/2022

Invoice Details

 119	Field ..	Invoiced Date 07/05/2022	Due Date 09/12/2022	Original \$1,100.00	Unpaid \$1,100.00	Status ■ Unpaid	 ...
	Description 28-0-0	Your Quantity 10,000.000 Lbs	Unit Price \$220.00 /Tons	Line Subtotal \$1,100.00	Split % 100.0000		
				Subtotal \$1,100.00	Sales Tax \$0.00	Prepay \$0.00	

- **Invoice #** – This is a unique identifying number assigned to the Invoice.
- **Field** – This is the Field to which the Invoice was applied.
- **Invoice Date** – This is the date listed on the Invoice. This can be the date the product was purchased or the date the Invoice was entered.
- **Due Date** – This is the date payment for the Invoice is due.
- **Original** – This is the original total dollar amount for the Invoice.
- **Unpaid** – This is the amount of the Invoice which has not been paid.
- **Status** – The *Status* indicates whether the Invoice has been *Paid* or remains *Unpaid*.

Note: If an Invoice has been partially paid, the *Status* will be *Unpaid*.

- **View/Download** – View or download a copy of the Invoice by selecting the **Ellipsis** icon. This contains

additional details such as products listed on the Invoice, account information, and Invoice comments.

- **View Detail** – Select the **Eye** icon to view additional Invoice details, including products, *Unit Price* and *Quantity*, *Split%*, *Tax*, and *Prepay*.

