

Grower360 Bookings

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Prepaid and unpaid product Bookings can be viewed from the *Bookings* menu. Select **Expand All** to view details for everything listed below on either the *Bookings* or *Booked Products* tabs. Choosing **Export** sends details of the selected tab to a CSV file.

Selecting **Prepay** navigates to the *Prepay Balance Details* page and acts as a shortcut to create a Prepay payment (if the company allows Prepay payments).

Note: Grower Order Bookings are not eligible for payment from Grower360.

Bookings

Using the *Search* field allows customers to search by a specific Product name listed on the Booking or by the current *Status* of the Booking. Using the *Search* field filters the data down by matching results.

Bookings

Filters

Search













Expand AllExportPrepay

Filtered by

- Open bookings

Bookings

Booked Products

 70	Booking Date 08/10/2023	Start Date --	End Date --	Booked Total \$288.75	Prepay Balance --	Status  Unpaid	 
 69	Booking Date 08/10/2023	Start Date --	End Date --	Booked Total \$85.00	Prepay Balance --	Status  Unpaid	 
 68	Booking Date 07/26/2023	Start Date --	End Date --	Booked Total \$340.00	Prepay Balance --	Status  Unpaid	 

Data can be further filtered by using the *Date Range* filters to display results for Bookings with a Booking Date within the selected date range. The *Date Range* filter can be utilized in conjunction with the *Search* feature.

Select the **Calendar** icon on the filter 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. Optionally choose to *Show Open Bookings* and/or *Show Filled Bookings*. Select **Apply Filters** when done. The filters selected display below the **Filters** button.

Bookings

Filters

Search

Booking Date Range

Start Date

to

End Date

Show Open Bookings

Show Filled Bookings

Apply Filters

Discount amounts display when applicable.

66	Booking Date 06/12/2023	Start Date --	End Date --	Booked Total \$225.00	Prepay Balance --	Status Unpaid	\$4.50 Discount	
65	Booking Date 05/04/2023	Start Date --	End Date --	Booked Total --	Prepay Balance --	Status Down Payment		

Select the **Expand** icon to view more details of the Booking.

70	Booking Date 08/10/2023	Start Date --	End Date --	Booked Total \$288.75	Prepay Balance --	Status Unpaid	
	Description Dap (18-46-00)	Quantity 1,500.000 Lbs	Remaining Quantity 1,500.000 Lbs	Unit Price \$385.00 /Tons	Line Total \$288.75	Prepay Balance --	

Choose the **Ellipsis** to *View PDF, Download PDF, Pay Booking, Sign Contract, View Contract, or Reorder Products*. **Reorder Products** must be enabled in SKY Admin for this option to be available. For more information on reordering Products, see [here](#).

A notification will be sent to the Grower indicating a Booking needs signed. Selecting **View Contract** will display the contract with the option to download.

Choose **Sign Contract** to display a preview then **Sign Contract** again to enter a signature. Selecting **Save** will display the Booking Contract with signature(s) applied and the option to **Download Contract**.

Note: PKI is added to the document as verification that the Grower has signed the contract.

Draw your signature below

×

Tommy Tester

↶ Undo

🗑 Clear All

Cancel

Save

Booked Products

All Booking information is displayed by product and includes the *Description*, *Quantity*, and *Remaining Quantity*. Select the **Expand** icon to view Bookings including that product.

Bookings

Filters

Search

Expand All

Export

Prepay

Filtered by

Open bookings

Bookings				Booked Products			
	Description	Quantity		Remaining Quantity			
	Bagged Fert 10-10-10	10.000 Bags		10.000 Bags			
	Description	Quantity		Remaining Quantity			
	Bagged Fert 19-19-19	50.000 Bags		47.000 Bags			
	66	Booking Date	Start Date	End Date	Booked Total	Prepay Balance	Status
		06/12/2023	--	--	\$225.00	--	Unpaid
	Description	Quantity		Remaining Quantity			
	Clover Seed	20.000 Bags		20.000 Bags			