

Grower360 Invoices

Last Modified on 04/21/2025 3:14 pm CDT

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

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.

Invoices

Filters

Search

Export

<div><div></div><div>129</div></div>	<div>Field</div> <div>--</div>	<div>Invoiced Date</div> <div>06/30/2023</div>	<div>Due Date</div> <div>07/15/2023</div>	<div>Original</div> <div>\$64.05</div>	<div>Unpaid</div> <div>\$64.05</div>	<div>Status</div> <div><div></div>Unpaid</div>	<div><div></div> \$1.20 Discount <div></div></div> <div><div></div></div> <div><div></div></div>
<div><div></div><div>128</div></div>	<div>Field</div> <div>--</div>	<div>Invoiced Date</div> <div>06/30/2023</div>	<div>Due Date</div> <div>07/15/2023</div>	<div>Original</div> <div>\$2,795.00</div>	<div>Unpaid</div> <div>\$2,795.00</div>	<div>Status</div> <div><div></div>Unpaid</div>	<div><div></div></div> <div><div></div></div>
<div><div></div><div>122</div></div>	<div>Field</div> <div>--</div>	<div>Invoiced Date</div> <div>01/26/2023</div>	<div>Due Date</div> <div>09/12/2022</div>	<div>Original</div> <div>\$7.50</div>	<div>Unpaid</div> <div>\$0.00</div>	<div>Status</div> <div><div></div>Paid</div>	<div><div></div></div> <div><div></div></div>

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

Filters

Search

Invoice Date Range

Start Date

to

End Date

Due Date Range








Start Date

to

End Date

Apply Filters

If a discount is applicable, the amount of the discount will display. Hovering over the blue tooltip provides the discount amount and expiration date.

 129	Field --	Invoiced Date 06/30/2023	Due Date 07/15/2023	Original \$64.05	Unpaid \$64.05	Status  Unpaid	 \$1.20 ...			
	Description Orchard Grass	Your Quantity 4.000 Bags	Unit Price \$15.00 /Bags	Line Subtotal \$60.00	Split % 100.0000					
				Subtotal \$60.00	Sales Tax \$4.05	Prepay \$0.00				

Select the **Expand** icon to view additional Invoice details, including products, *Unit Price* and *Quantity*, *Split%*, *Tax*, and *Prepay*.

The **Ellipsis** icon gives options to *View PDF*, *Download PDF*, and/or *Reorder Products*. The PDF contains additional details such as Products listed on the Invoice, account information, and Invoice comments.

[Reorder Products](#) must be enabled in SKY Admin for this option to be available. For more information on reordering Products, see [here](#).