

Grower360 Invoices

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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.

Invoice #	Field	Invoiced Date	Due Date	Original	Unpaid	Status	Discount	Actions
129	Field ..	06/30/2023	07/15/2023	\$64.05	\$64.05	Unpaid	\$1.20 Discount	Eye, More
128	Field ..	06/30/2023	07/15/2023	\$2,795.00	\$2,795.00	Unpaid		Eye, More
122	Field ..	01/26/2023	09/12/2022	\$7.50	\$0.00	Paid		Eye, More

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 [Calendar] to End Date [Calendar]

Due Date Range

Start Date [Calendar] to End Date [Calendar]

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](#).