

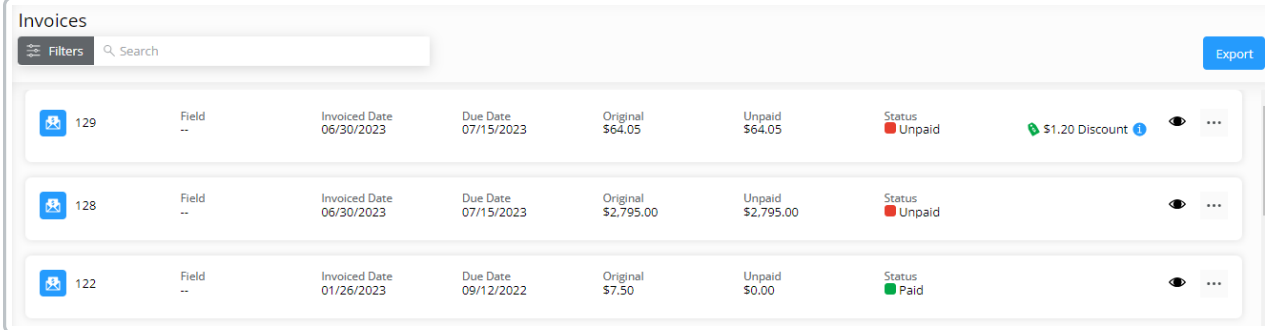
# Grower360 Invoices

Last Modified on 02/16/2024 2:31 pm 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.

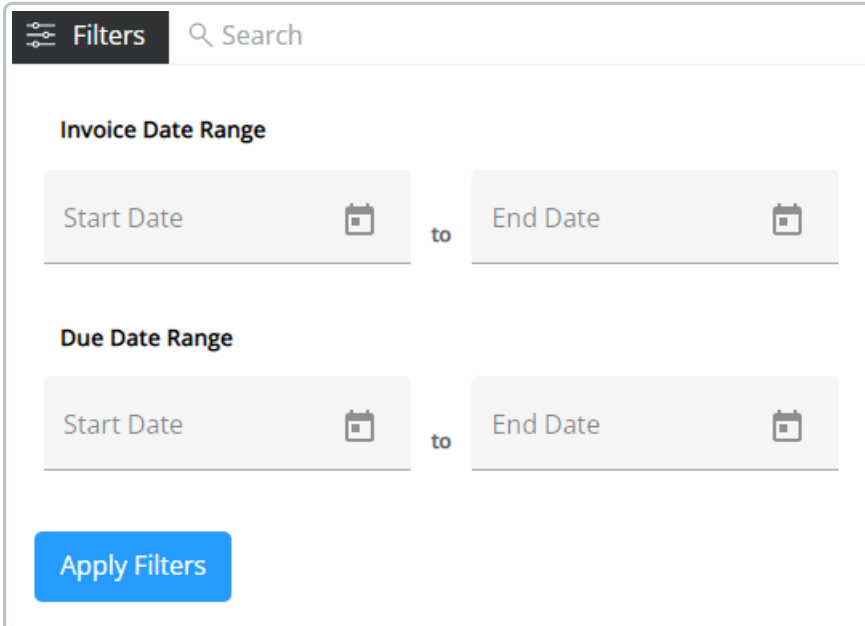


Invoice #	Field	Invoiced Date	Due Date	Original	Unpaid	Status	Discount	Actions
129	--	06/30/2023	07/15/2023	\$64.05	\$64.05	Unpaid	\$1.20 Discount	Eye, More
128	--	06/30/2023	07/15/2023	\$2,795.00	\$2,795.00	Unpaid		Eye, More
122	--	01/26/2023	09/12/2022	\$7.50	\$0.00	Paid		Eye, More

## 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 [Calendar] to End Date [Calendar]

**Due Date Range**

Start Date [Calendar] to End Date [Calendar]

**Apply Filters**

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







## Invoices

**Filters** 1

Filtered by

- Date Range: 01/01/2023 - 08/10/2023

## Invoices

 129	Field --	Invoiced Date 06/30/2023	Due Date 07/15/2023	Original \$64.05	Unpaid \$64.05	Status <span style="color: red;">■</span> 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	

- **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*.
- **Discount** – If a discount is applicable, the amount of the discount will display here. Hovering over the blue tooltip provides the discount amount and expiration date.
- **Eye Icon** – Select the **Eye** icon to view additional Invoice details, including products, *Unit Price* and *Quantity*, *Split%*, *Tax*, and *Prepay*.
- **Ellipsis** – 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 PDF

 Download PDF