Grower360 Invoices

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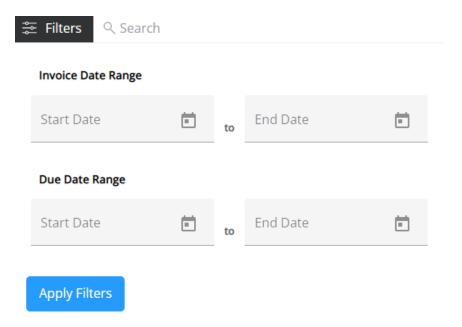
A listing of all product Invoices can be viewed from the *Invoices* menu. This includes both paid and unpaid Invoices.

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.

Invoices Filters Q Sea	arch							Exp	ort
129	Field 	Invoiced Date 06/30/2023	Due Date 07/15/2023	Original \$64.05	Unpaid \$64.05	Status Unpaid	🗞 \$1.20 Discount 🕕	•	
128	Field 	Invoiced Date 06/30/2023	Due Date 07/15/2023	Original \$2,795.00	Unpaid \$2,795.00	Status Unpaid		•	
122	Field 	Invoiced Date 01/26/2023	Due Date 09/12/2022	Original \$7.50	Unpaid \$0.00	Status Paid		•	

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.



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 1	¶/2	
÷	Description Orchard Grass		Your Quantity 4.000 Bags	Unit Price \$15.00 /Bags	Line Subtotal \$60.00	Split % 100.0000			
						ales Tax Prepay 4.05 \$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.