

Bookings

Last Modified on 11/15/2023 3:58 pm CST

View a listing of all products booked for future purchase. This includes both prepaid and unpaid Product Bookings.

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 allowed.

Search

Using the *Search* field gives the ability 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.

The screenshot shows the 'Bookings' interface. At the top, there is a search bar with a 'Filters' button and a 'Search' input field. To the right are buttons for 'Expand All', 'Export', and 'Prepay'. Below the search bar, it says 'Filtered by' with a dropdown menu showing 'Open bookings'. The main content area has two tabs: 'Bookings' (selected) and 'Booked Products'. Below the tabs is a table with the following data:

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

Filter

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.

Bookings

Filters Search

Booking Date Range

to

Show Open Bookings

 Show Filled Bookings

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

Bookings

Filters Search

Filtered by

- Open bookings

Bookings

Discount amounts display when applicable.

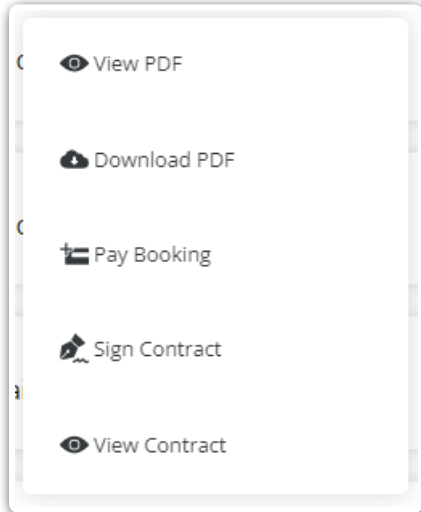
66	Booking Date 06/12/2023	Start Date --	End Date --	Booked Total \$225.00	Prepay Balance --	Status ■ Unpaid	\$4.50 Discount	<input type="checkbox"/>	...
65	Booking Date 05/04/2023	Start Date --	End Date --	Booked Total --	Prepay Balance --	Status ■ Down Payment		<input type="checkbox"/>	...

- **Booking Date** – This is the date applied to the Booking. Use the *Date Range* option to filter Booking results by the Booking Date.
- **Start Date** – This is the start date for the Booking.
- **End Date** – This is the end date for the Booking
- **Booked Total** – The total for the Booking displays
- **Prepay Balance** – The Prepay balance, if applicable, displays.
- **Status** – This indicates whether this Booking has been *Paid* or remains *Unpaid*.
- **Eye** – Select the **Eye** icon to view more details of the Booking.

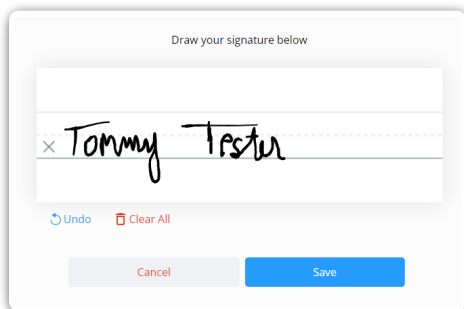
70	Booking Date	Start Date	End Date	Booked Total	Prepay Balance	Status
	08/10/2023	--	--	\$288.75	--	Unpaid

Description	Quantity	Remaining Quantity	Unit Price	Line Total	Prepay Balance
Dap (18-46-00)	1,500.000 Lbs	1,500.000 Lbs	\$385.00 /Tons	\$288.75	--

- Ellipsis – Choose the **Ellipsis** to **View PDF**, **Download PDF**, **Pay Booking**, **Sign Contract**, or **View Contract**.



- 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**.



Booked Products

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

Bookings

Filters

Search

Expand All

Export







Prepay

Filtered by

- Open bookings

Bookings

Booked Products

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