Bookings

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.
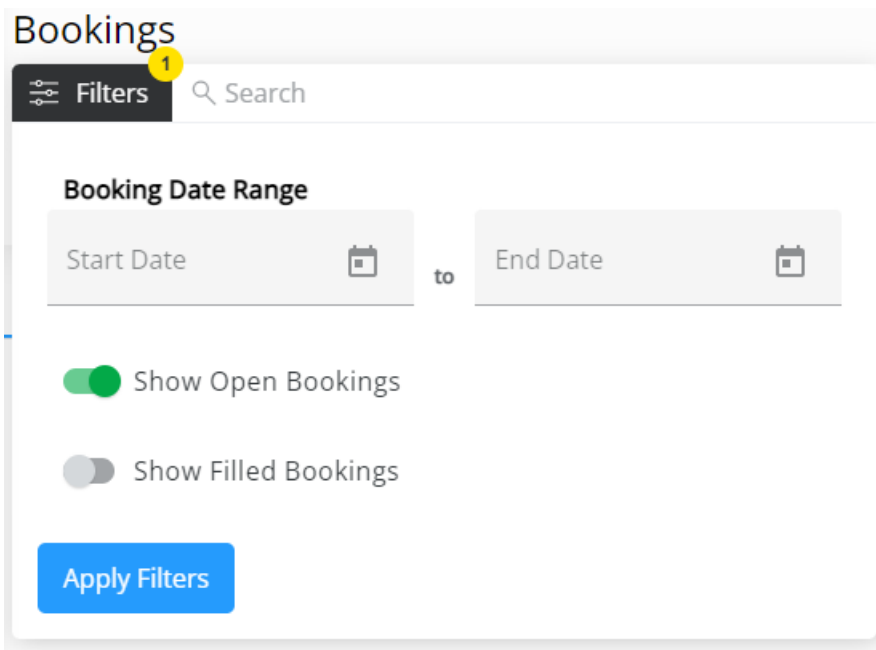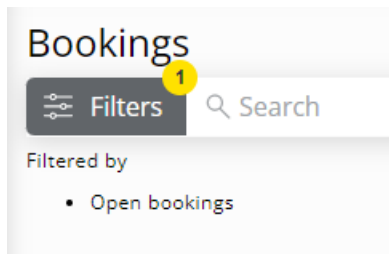

Filter

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.

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

Bookings

Discount amounts display when applicable.

- **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 08/10/2023 | Start Date -- | End Date -- | Booked Total $288.75 | Prepay Balance -- | Status ● Unpaid | | ⋯ |

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

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

  👁 View PDF

  ☁ Download PDF

  ⇥ Pay Booking

  ✒ Sign Contract

  👁 View Contract

  ⟳ Reorder Products

  - 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 1

Search

Expand All

Export

Prepay

Filtered by
- Open bookings

📖 Bookings	📦 Booked Products

	Description	Quantity	Remaining Quantity	
	Bagged Fert 10-10-10	10.000 Bags	10.000 Bags	👁

	Description	Quantity	Remaining Quantity	
	Bagged Fert 19-19-19	50.000 Bags	47.000 Bags	👁

📖 66	Booking Date	Start Date	End Date	Booked Total	Prepay Balance	Status
	06/12/2023	--	--	$225.00	--	🟥 Unpaid

	Description	Quantity	Remaining Quantity	
	Clover Seed	20.000 Bags	20.000 Bags	👁