

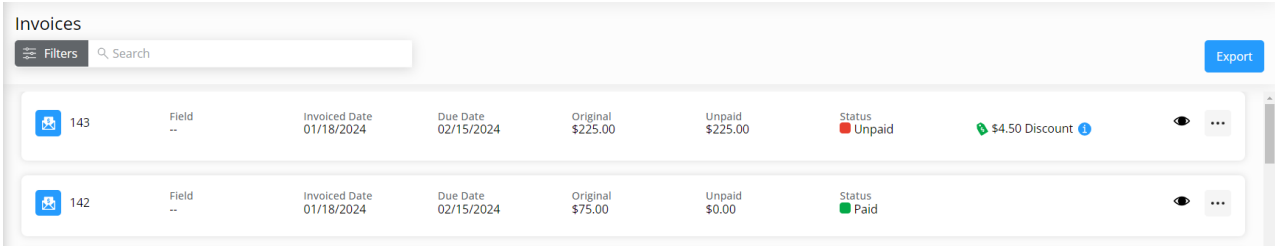
Invoices

Last Modified on 02/03/2025 9:43 am CST

View a listing of all product Invoices. This includes both paid and unpaid Invoices.

Search

Use the *Search* field to search by *Invoice #*, *Control #*, *Field* or *Invoice Status*. Using the *Search* field filters the data down by matching results.



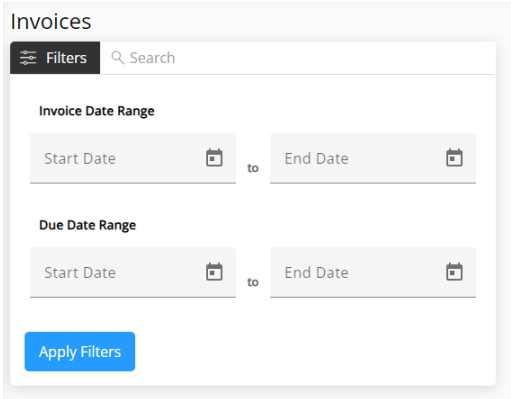
The screenshot shows the 'Invoices' table header with a search bar and an 'Export' button. Below the header, two rows of invoice data are visible. The first row is for invoice 143, which is 'Unpaid' with an original amount of \$225.00 and a \$4.50 discount. The second row is for invoice 142, which is 'Paid' with an original amount of \$75.00. Columns include Invoice #, Field, Invoiced Date, Due Date, Original, Unpaid, Status, and a discount indicator.

Invoice #	Field	Invoiced Date	Due Date	Original	Unpaid	Status	Discount	Actions
143	Field ..	01/18/2024	02/15/2024	\$225.00	\$225.00	Unpaid	\$4.50 Discount	Eye, More
142	Field ..	01/18/2024	02/15/2024	\$75.00	\$0.00	Paid		Eye, More

Filter

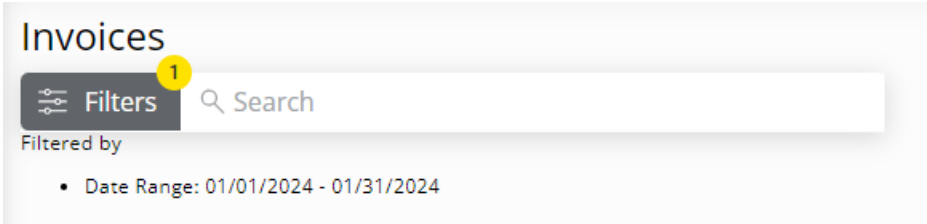
Data can be further filtered by selecting the **Filters** icon next to the *Search* field. Filter by *Invoice Date Range* to display results for Invoices with an *Invoice Date* within the selected date range or *Due Date Range* to display Invoices with a *Due Date* in the specified range. The filter 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.



The screenshot shows the 'Invoices' filter dialog box. It has a 'Filters' button and a search bar. There are two sections: 'Invoice Date Range' and 'Due Date Range'. Each section has 'Start Date' and 'End Date' fields with calendar icons. An 'Apply Filters' button is at the bottom.

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



The screenshot shows the 'Invoices' table header with the 'Filters' button highlighted with a yellow circle containing the number '1'. Below the header, the text 'Filtered by' is displayed, followed by a list item: 'Date Range: 01/01/2024 - 01/31/2024'.

Invoices

143	Field	Invoiced Date 01/18/2024	Due Date 02/15/2024	Original \$225.00	Unpaid \$225.00	Status Unpaid	\$4.50 Discount	👁️ ⋮
👁️	Description Dap (18-46-00)	Your Quantity 1,000.000 Lbs	Unit Price \$450.00 /Tons	Line Subtotal \$225.00	Split % 100.0000			
				Subtotal \$225.00	Sales Tax \$0.00	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.

