

Products


Last Modified on 08/11/2023 4:14 pm CDT

View a listing of all products purchased.

Search

The *Products* page can be searched by *Product* name by using the *Search* field at the top of the page.

The screenshot shows the 'Products' page interface. At the top left, there is a 'Products' title and a 'Filters' button with a notification badge '1'. Next to it is a search bar with a magnifying glass icon and the text 'Search'. Below the search bar, it says 'Filtered by' followed by a list item: 'Date Range: 07/01/2023 - 07/31/2023'. On the right side of the top section, there is a blue 'Export' button. The main content area contains a table with the following data:

Product	Quantity	Cost
 Bagged Fert 19-19-19	3.000 Bags	\$225.00

At the bottom right of the table area, there is a summary box with the following information:

Subtotal	\$225.00
Total Tax	\$0.00
Total Cost	\$225.00

The *Total Cost* of the filtered products displays at the bottom of the page.

Filter

Products can be filtered by Date Range using the *Date Range* fields at the top of the page. The date defaults to the current month. Optionally, products can be filtered by *Field* or *Tank* when the *Destination* toggle is on. The *Total Cost* for the resulting products displays at the bottom of the page.

Products

Filters 1

Invoice Date Range

Start Date to End Date

Destination

Field Tank

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

Products

Filters 1

Filtered by

- Date Range: 07/01/2023 - 07/31/2023

Export

The products displaying in the grid can be exported to a CSV file by selecting **Export** at the top of the page. This automatically downloads a CSV copy of the results in the grid.

Products

Filters 1

Filtered by

- Date Range: 07/01/2023 - 07/31/2023

Products

The product grid displays the *Product*, *Quantity* purchased, and *Cost* along with the *Subtotal*, *Total Tax*, and *Total Cost*.


Products

Filters

Filtered by

- Date Range: 07/01/2023 - 07/31/2023

[Export](#)

Product	Quantity	Cost
 Product Bagged Fert 19-19-19	3,000 Bags	\$225.00


Subtotal	\$225.00
Total Tax	\$0.00
Total Cost	\$225.00

Selecting a product from the grid displays the Product Detail page, where Invoice details for the selected product can be viewed. A separate line for each Invoice loads on this page, along with the *Invoice#*, *Invoice Date*, *Quantity*, *Tax*, *Product Subtotal*, *Prepay*, and *Invoice Total* for each Invoice line.

Products ▶ Bagged Fert 19-19-19

Bagged Fert 19-19-19

Date Range: 7/1/2023 to 7/31/2023 [Export](#)

Invoice #	Invoice Date	Quantity	Tax	Product Subtotal	Prepay	Invoice Total	
130	07/26/2023	3,000 Bags	\$0.00	\$225.00	\$0.00	\$225.00	

Total Quantity	3,000 Bags
Product Subtotal	225.00
Tax	0.00
Total Product Cost	225.00

- The *Product Details* page can also be filtered by date range by adjusting the *Date Range* fields at the top of the page.
- Product totals display at the bottom of the page for all products in the grid, including *Total Quantity*, *Product Subtotal*, *Tax*, and *Total Product Cost*.
- To download the list of Invoices, select **Export** (to the right of the *Date Range*).
- To view or download an individual Invoice, choose the **Download** icon on that line item (to the right of *Invoice Total*) and select **View pdf** or **Download pdf**.
- The breadcrumbs at the top of the page can be used to navigate back to the *Products* page.