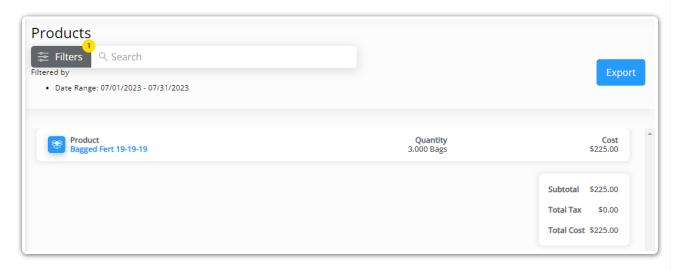
Products

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

View a listing of all products purchased.

Search

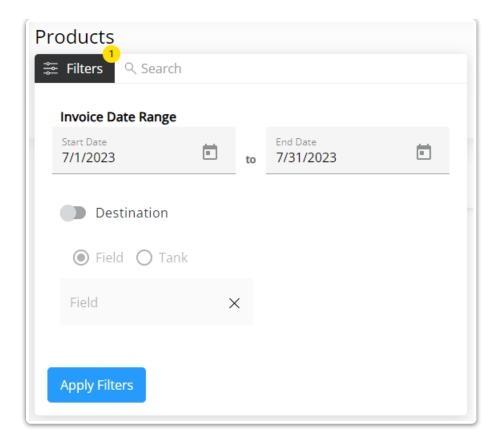
The Products page can be searched by Product name by using the Search field at the top of the page.



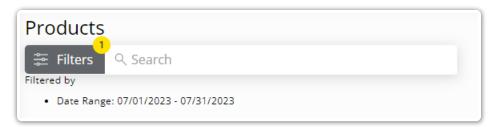
The Total Cost of the filtered products displays at the bottom of the page.

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.



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



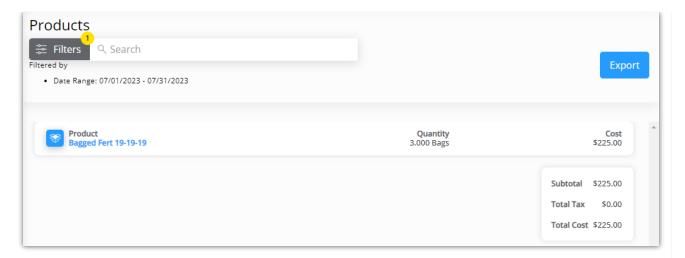
Export

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.

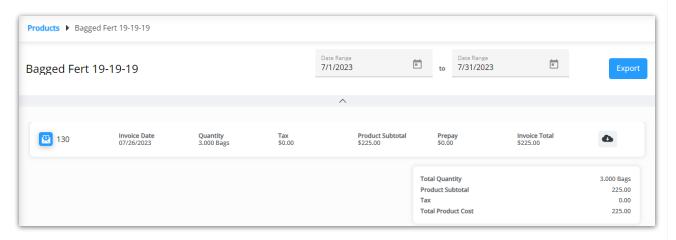


Products

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



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.



- 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.