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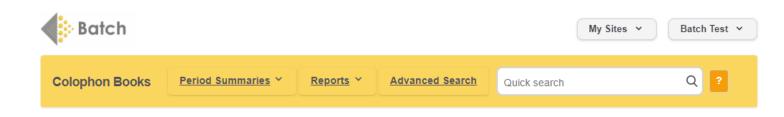
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C ffb ffi f**ff**i ı ffb ı de facto fffb ffi Current = Due Now. ffiffb Future = Due Later. ffiffi fi ffiffi

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Access through Summary Screens

Access through Advanced Search or Quick Search -

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Current Period Summary Next remittance 9th Dec 2022. Funds to be received by 7th Dec 2022 at 5:00 pm eastern **INVOICES DUE BY 31-DEC-2022** OUTSTANDING AUTHORIZED REMITTANCE **VENDOR** OPEN VERIFIED AUTHORIZED AUTHORIZE **AMOUNT** AMOUNT VALUE 3 HarperCollins 0 <u>55</u> <u>4,489.94</u> 4,489.94 4,489.94 **Publishers** Macmillan Publishing 33,152.11 1,922.38 <u>149</u> <u>7</u> 1,922.38 Services Penguin Random 0 35,146.47 0.00 0.00

72,788.52

Summary Title -

House

TOTALS

Remittance / Payment Info Bar Remittance Date

<u>62</u>

<u>7</u>

Funds to be received by date

REMITTANCE TOTAL

USD:

6,412.32

Outstanding Amount Column

382

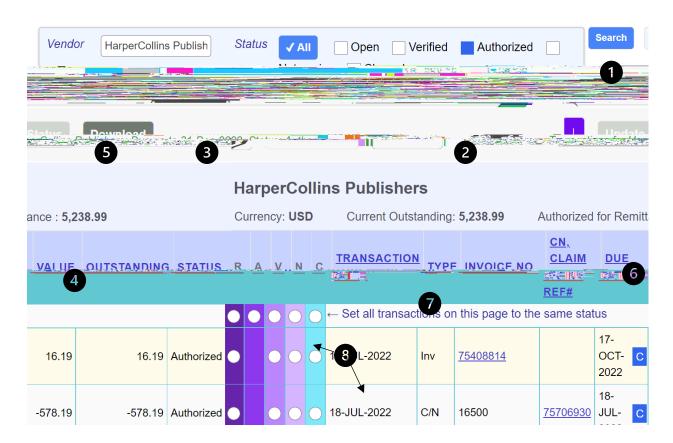
Authorize All button

Remittance Amount column

The remittance amount only appears on the current period summary.

Links

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Onscreen Filter

Transaction Screen Criteria

Download

Status Radio Buttons

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Update Status

Sortable Columns

Set All

Invoice/Credit links

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What do I owe my publishers this month?

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Open, Verified, Authorized

Current Period Summary

Next remittance 9th Dec 2022. Funds to be received by 7th Dec 2022 at 5:00 pm eastern



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CURRENT BALANCE

Balance Sumr	mary for USD				
B/FWD	AUTHORIZED	AMOUNT PAID TO BATCH FOR BOOKS	DIFFERENCE	ADJUSTMENT	CURRENT BALANCE
CR 69.51	3,334.80	3,334.80	0.00	0.00	CR 69.51

FUNDSSTILL OWED

Balance Su	immary for USD				
B/FWD	AUTHORIZED	AMOUNT PAID TO BATCH FOR BOOKS	DIFFERENCE	ADJUSTMENT	FUNDS STILL OWED
0.00	9,849.93	0.00	9,849.93	0.00	9,849.93

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Open

Authorized

Verified

Geared

Not Paid in Batch

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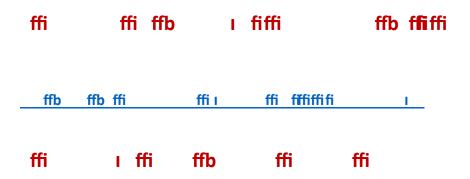
Marking

will maintain the current status of the invoice or credit.

This method can only be used to authorize invoices and cannot be used to update the status of invoices/ credits to Verified, Not Paid through Batch, or Open.

VENDOR	OPEN	VERIFIED	AUTHORIZED	OUTSTANDING AMOUNT	AUTHORIZE	AUTHORIZED VALUE	REMITTANCE AMOUNT
HarperCollins Publishers	84	1	0	4,373.18	A	0.00	0.00
Macmil no name Publishing Services	0	0	<u>35</u>	<u>7,333.27</u>	A	7,333.27	7,333.27
Penguin Random House	209	0	0	<u>16,983.45</u>	A	0.00	0.00
TOTALS	<u>293</u>	1	<u>35</u>	28,689.90	A	REMITTANCE TOTAL USD:	7,333.27

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*The Current Period Summary Screen is your Batch home screen. You can return to the Current Period



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When transferring funds, please include store name or SAN # in the memo or instructions field so that we can more easily post the payment to your account.

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Batch will cover one bank fee per month for the first six months)

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Figure 1 – Advanced Search screen

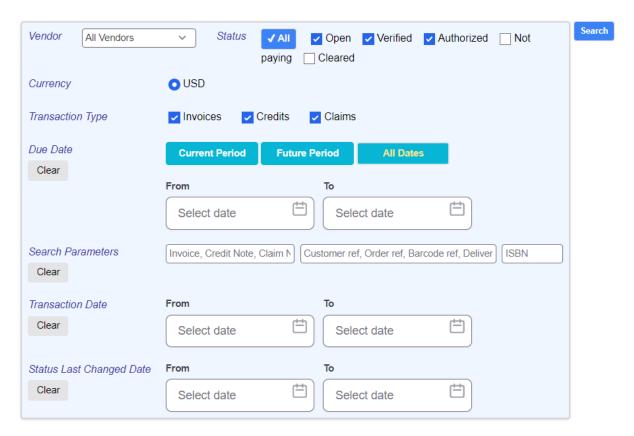
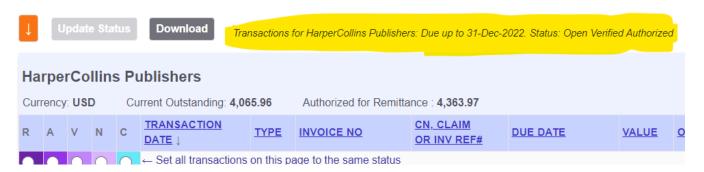
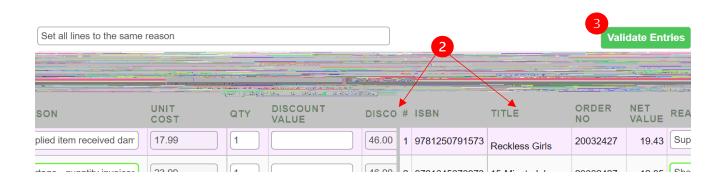


Figure 2 – results criteria on the transaction screen



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2023		14-NOV-2022	Inv	97760080		13- JAN- 2023	71.68	71.68	Open			USD		1	Claim
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INVOICE	NO	ORDER	RNO	CURREN	NCY	INVOICE DAT	E 0	DUE D	ATE	EXISTING CLAIMS ON THIS INVOIC	E		
97760080)	200324	27	USD		14-NOV-2022	1	3-JAN	I- 2023	None			
laim	Edit Car	ncel								—	Cr	eate	C
etails			Inv	oice Details								Claim	De
ISCOUNT ALUE	DISCOUN %	IT	#	ISBN	TITLE		ORDER NO		NET /ALUE	REASON	UNIT	QTY	V
0.00	46.0	00	1	9781250791573	Reckless	Girls	20032427	7	9.71	Supplied item received damaged	17.99	1	
0.00	46.0	00	2	9781645676973	15-Minute Landscap		20032427	7	12.95	Shortage - quantity invoiced not supplied in full	23.99	1	

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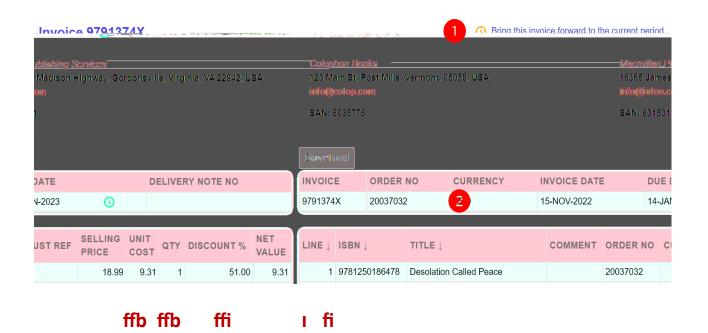
09-DEC-2022 Claim <u>97760080</u> 192168 JAN- 2023	22.66 22.66	Open	Sent to Vendor
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* For Batch purposes, Current means having a due date before the end of the current month.





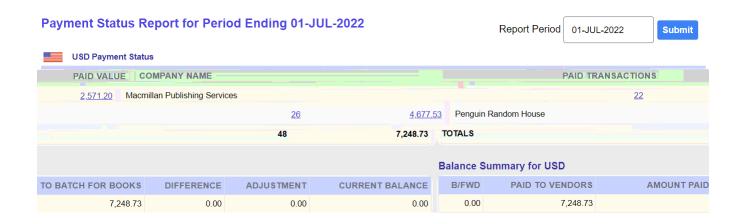
1. The goal is to get the invoices you want to move forward separated from your other future invoices.



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Vendor/Bookstore Status for Current Period

Vendor/Bookstore Status Balances by Due Date

Vendor/Bookstore Account Activity by Period

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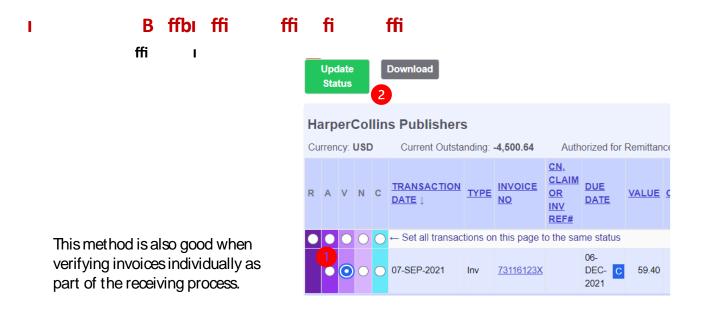
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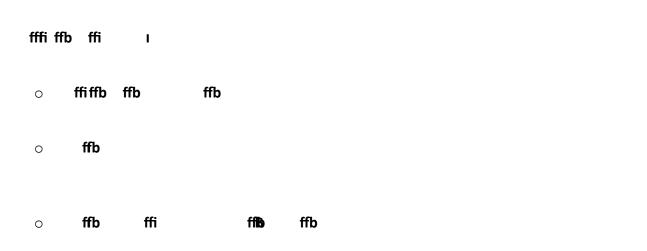
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This method is also good when verifying invoices in bulk.

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