



## Bookstore Payment Status Report

**Bookstore Payment Status** is one of the standard reports on Batch. To access **Bookstore Payment Status** from the main menu, go to **Reports** and then choose **Bookstore Payment Status**.

This report is useful because it provides useful information about upcoming remittances and past remittances such as:

- Did Batch receive and post a payment?
- How much do I owe Batch?
- Are there any excess funds from a previous payment to apply towards a future remittance?
- What did I pay in a past remittance?

### Upcoming Remittances

#### Setting the date


Set the date to the remittance that you would like information about. The default is the upcoming remittance, but you can also find information about past remittances.

### ▼ Bookstore Payment Status

Period Ending  ▼

#### Vendor Summary

View a summary of what you have authorized by vendor. Totals do not include future authorizations, only current authorizations.

 **Currency : USD**

Company Name	Authorized Transactions	Authorized Value
HarperCollins	33	1852.01
Macmillan	17	-343.22
Penguin Random House	45	797.52
<b>Totals</b>	<b>95</b>	<b>2306.31</b>

## Balance Summary

A summary of what you have authorized, the payments you have made to Batch, and the amount still outstanding.

Balance Summary						
B/fwd	Authorized	Amount paid to BATCH	Difference	Adjustment	C/fwd	
-152.26	2649.53	0.00	2649.53	0.00	2497.27	

**B/fwd** is the funds that Batch already has on hand for you from a previous remittance that you can use towards this remittance. Red and negative means that we have some funds on hand.

**Authorized** is the amount that you have authorized that is eligible for remittance. It does not include totals from vendors who have a negative authorized value because Batch cannot remit to the vendor if there is a negative balance.

**Amount paid to BATCH** will show the amount that we received from you. If this is \$0.00, it means that we have not received your funds into our bank account yet.

**Difference** calculates the difference between the Authorized and Amount paid to Batch.

**Adjustment** will list any adjustment that Batch has made to the amount (i.e., wire fees or bank charges that Batch is covering).

**C/fwd** calculates the difference between the Authorized amount and any payment, balance, and adjustment. It's the place to look to know how much you still owe to Batch for the upcoming remittance.

## Different Balance Summary Scenarios

**Store carrying a balance. No payment received yet.** In this scenario a store has a balance of \$152.26 from a previous remittance and has authorized \$2,649.53 for payment. *C/fwd reflects that the amount still owed to Batch is \$2,497.27*

Balance Summary						
B/fwd	Authorized	Amount paid to BATCH	Difference	Adjustment	C/fwd	
-152.26	2649.53	0.00	2649.53	0.00	2497.27	

**Store carrying a balance, sent a payment to cover what they owe.** In this scenario a store has a balance of \$152.26 and Batch received a payment of \$2,497.27 to cover all their authorizations. *C/fwd reflects a zero balance so you are all set.*

Balance Summary						
B/fwd	Authorized	Amount paid to BATCH	Difference	Adjustment	C/fwd	
-152.26	2649.53	2497.27	152.26	0.00	0.00	

**Store carrying a balance, sent a payment more than what they have authorized.** In this scenario a store has a balance of \$152.26 and Batch received a payment of \$3,000.00 to cover all their authorizations. *C/fwd reflects that they overpaid and will carry forward a balance of \$502.73 that they can use in the future.*

Balance Summary						
B/fwd	Authorized	Amount paid to BATCH	Difference	Adjustment	C/fwd	
-152.26	2649.53	3000.00	-350.47	0.00	-502.73	

## Past Remittances

You can also use the Balance Summary report to look for information about past remittances. It is largely the same as looking at an upcoming remittance, but there are a few minor differences, which are highlighted below.

## Vendor Summary

It only lists the vendors that were part of the remittance. Collected and Paid should match.



**Currency : USD**

Company Name	Collected Transactions	Collected Value	Paid Trans	Paid Value
HarperCollins	33	1852.01	33	1852.01
Penguin Random House	45	797.52	45	797.52
<b>Totals</b>	<b>78</b>	<b>2649.53</b>	<b>78</b>	<b>2649.53</b>

## Balance Summary

The only difference is that what was previously the Authorized column is now Paid to Vendors and reflects the total amount that Batch paid out to your vendors.

Balance Summary						
B/fwd	Paid to Vendors	Amount paid to BATCH	Difference	Adjustment	C/fwd	
-152.26	2649.53	2497.27	152.26	0.00	0.00	

## Questions?

If you have any questions, please e-mail [nathan.halter@batchforbooks.com](mailto:nathan.halter@batchforbooks.com), [support@batchforbooks.com](mailto:support@batchforbooks.com), or call 802-431-8818.