



## Understanding Transaction Statuses

This document will discuss the different statuses that you can apply to any transaction within Batch for Books and how to change a status for a transaction.

### Statuses on Batch for Books

The default status for a transaction when it gets loaded onto your Batch web portal is Open. When you view a list of transactions, the Status column (far-right) displays the current status of a transaction and on the far-left side of the screen are the available statuses that you can apply to a transaction.

Actions					Trans Date	Type	↑Invoice No	CN, Claim or Inv Ref#	Value	Outstanding	Due Date	Status
R	A	V	N	C								
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	03-Oct-2019	Inv	0858079357		375.08	375.08	01-Jan-2020	Open
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	03-Oct-2019	Inv	0858301077		6.76	6.76	01-Jan-2020	Open

First, let's understand what each of those transaction statuses means and when to use them.

#### Restore to Open (R)

Use this status to change the status of a transaction from Authorized/Verified/Not Paying back to Open. *In the above screenshot, it is not available to select because the transactions are already Open.*

#### Authorize (A)

Batch will only remit transactions that are authorized. Stores use this status to confirm that they would like this transaction to be remitted to their vendor upon receipt of payment. Since Batch will only remit authorized invoices that are current, stores can authorize invoices at any point and pay them when they eventually become current.

#### Verify (V)

While an invoice must eventually be Authorized for it to be remitted, using the Verify status is optional. Some stores use this status while others do not use it at all. Verify is most often used when multiple staff members are using Batch. Common uses of Verify include:

##### Receiving

The receiving department Verifies that an invoice has been received. The person responsible for making payments will move Verified invoices to Authorized when they are ready to pay them.

## Holding Area

Verify is useful for when you need to separate transactions that you know longer want to have as Open. One example is for stores making multiple payments per month through Batch. The store may have transactions ready to pay but want to split them between two clearances. They move the transaction they want to pay now to Authorized and the transactions to pay later to Verified.

## Not Paying through Batch (N)

Stores use this status when they make a payment to the publishers outside of Batch. This status indicates that a transaction has been paid outside of Batch and should no longer be considered open. While this status is available for all three vendors, PRH stipulates payments must come through Batch.

## Cancel (C)

More accurately described as a non-action, Cancel can be used to clear a previously selected action prior to updating. For example, if you were going through a list of Open transactions on Batch and marked a transaction as Authorized that should remain Open, select Cancel and it would remain Open after you hit update.

## How to change the status of a transaction

Select the desired status of the transaction by clicking on the radio button in the appropriate column.

Actions					Trans Date	Type	↑Invoice No	CN, Claim or Inv Ref#	Value	Outstanding	Due Date	Status
R	A	V	N	C								
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	03-Oct-2019	Inv	0858079357		375.08	375.08	01-Jan-2020	Open
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	03-Oct-2019	Inv	0858301077		6.76	6.76	01-Jan-2020	Open

After all the transactions you want to change have been marked, go to the bottom of the screen, and hit Update.

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Important! If you navigate away from the page before you Update, your work will be lost.