

Quick Guide to Moving Invoices Forward



Batch classifies invoices as **current** (due before the end of the month) or **future** (due after the end of the month). An invoice has to be current to be paid. Stores sometimes want to pay invoices that are future-dated. In these instances, a store must move those invoices forward to the current period.



You will see orange clock icons on individual invoices and the future summary screens. Clicking on the orange clock icon is how you move invoices forward. Which orange clock icon you click will be based on whether you want to move single or multiple invoices forward.



Move One Invoice Forward

1. Find the invoice you want to move forward.
2. Click on one of the two orange clock icons on the invoice screen.

Invoice Screen

Invoice 34209689

Bring this invoice forward to the current period

Basic Books and Games

68 North Court Ln, Levittown, Pennsylvania, 19054, USA
nathan@northcourtbooks.com

SAN: 9209875

Intonation Bookshop

16365 James Madison Highway, Gordonsville, Virginia, VA 22942, USA
info@inton.com

SAN: 6315011

VAT No:

Download

INVOICE	ORDER NO	CURRENCY	INVOICE DATE	DUE DATE		DELIVERY NOTE NO
34209689	09502023MPS	USD	25-SEP-2023	24-NOV-2023		

Move Multiple Invoices Forward

1. Authorize or Verify the invoices you want to move forward. *The goal is to get the invoices you want to move forward separated from your other future invoices.*
2. Go to the Future or Future by Week summary and click on the appropriate orange clock icon.

Future Summary Screen

Future Period Summary

Next remittance 20th Oct 2023. Funds to be received by 18th Oct 2023 at 5:00 pm eastern

INVOICES DUE AFTER 31ST OCT 2023

To bring forward transactions to the current period, click the  icon.

VENDOR	OPEN	VERIFIED	AUTHORIZED	OUTSTANDING AMOUNT	AUTHORIZE	AUTHORIZED AMOUNT
HarperCollins	 30	0	 8	3,734.11		805.97
Macmillan	 21	0	0	3,253.80		0.00
Penguin Random House	 88	0	0	12,074.49		0.00
TOTALS	 139	0	 8	19,062.40		805.97

In the above screenshot, clicking the highlighted orange clock icon will move the eight authorized HarperCollins invoices together simultaneously.

How to Tell if an Invoice has Been Moved Forward

1. You see the invoice on a transaction list accessed through the Current Period Summary OR;
2. You see a C in a blue box next to the due date on the transaction screen OR;
3. You see a C in a blue box in the upper right corner of the invoice.

Transaction Screen (2)

				14-JUL-2023	Inv	81126049	12-OCT-2023	 3,886.94	3,886.94	Open
				10-JUL-2023	Inv	81083321	08-OCT-2023			

This invoice is in the current period and will be remitted upon authorization

Invoice Screen (3)

Invoice 81773506

Aaron's Books

35 E.Main Street, Lititz, Pennsylvania, PA 17543, USA

sam@aaronsbooks.com

SAN: 9926259

HarperCollins Publishers

53 Glenmaura National Blvd, Suite 300, Moosic, Pennsylvania, PA 18507, USA

grace.korczakowski@harpercollins.com

SAN: 2002086

Warning! Moving Invoices Forward Cannot Be Reversed

Moving invoices forward can't be reversed. Invoices that have been moved forward will be considered current from that point on.