

# A BOOKSELLER'S GUIDE TO USING BATCH FOR BOOKS

**Batch For Books Inc.** is a U.S. company wholly owned by the Booksellers Association of the UK and Ireland. Batch For Books Payments is a system that has been designed to help the book trade to reduce overheads in the supply chain by improving communication between bookstores and vendors. The system allows organizations of all sizes to enjoy the money-saving advantages of trading electronically.

### How it works

Bookstores make a single bank transfer that covers payments to all their vendors. In turn, vendors receive one payment for all authorized invoices from all those customers on the Batch For Books system.

The service enables booksellers to view all their invoices and credits as they are raised, which will usually be before the goods are delivered. This means that the people checking deliveries as they arrive can **verify** the relevant invoice on their Batch For Books account. The second function is the **authorization** of transactions for payment.

Bookstores and vendors log on to Batch For Books via **BatchOne**, the secure portal that all customers must use to access their accounts.



#### Period Summaries

- See all your transactions for past, present, and future clearance dates by vendor.

#### All Transactions

- Use the search fields to see your invoices, credit notes, and claims on Batch For Books: past, current, and future.

#### <u>Search</u>

- Search for invoices and transactions.

### **Reports**

- Find balances and reports for your company.

### **Period Summaries Screen**

- See all your transactions for past, present, and future clearance dates by vendor.

TEST3		Bate Curre 30th f	ch for Books nt authorization period o March	closes 27th March for payment to the vendors on	1122334 0001 Logout			
		<ul> <li>Period Sur Invoices D</li> </ul>	nmary for Valleys ue By 29-Mar-201	ide Books 19				
			Show Pr	eriod: Current				
Currency : USD								
Company Name	Open Transactions	Outstanding	Authorize All	Verified Transactions		Authorized Transactions		Amount to be paid to Batch
Aries Distribution	45	12,116.84	0	0		0	0.00	0.00
Chieftan Distributors	48	11,632.05	0	0		0	0.00	0.00
COSMOS DISTRIBUTORS	48	10,823.40	0	0		0	0.00	0.00
Totals	141	34,572.29	0	0		0		0.00
		*		Main Menu				

Use the **Show Period** dropdown box to choose Past, Current, Future or Future by Week clearance dates (in this case, 19 April 2019):

	✓ Current Future Future by Week	Show Period	
Transaction	Verified 1	Authorize All	Outstanding
		0	9,236.44
		0	11,632.05
		0	10,101.13
		0	30,969.62

\* **Current** displays transactions by vendor for the Current Period i.e. until the date shown for payment at the head of each screen. Clicking on any of the hyperlinks in blue will show you how these amounts are made up.

\* Open Transactions have not yet had any changes made to them.

\* **Outstanding** This is the total value of transactions that have not been authorized for the current payment period.

\* Verified Transactions have been checked to ensure that the goods have been received and the invoice details are correct.

\* Authorized Transactions This is the total value of those transactions that have been authorized for the current period.

\* Amount to be paid to Batch is the total value for all vendors that has been authorized and which must be paid into the Batch For Books bank account by the due date.

Click on any of the items in the **Open Transactions** or **Outstanding** columns to see details of what is included in that transaction (see below). NOTE All the financial information displayed is given to us by the vendor, including the due date.

Transactions can be filtered by clicking on the drop-down box **Filter Transactions by Status**. The filter options are **All, Authorized, Verified, Not Paying though Batch For Books, Open**, and **Open or Verified**.

							Current authori 09-Aug-2019	atch r Books zation period closes 07-/	Ne Bookselers   Con Nug-2019 for pa	tect as   Batch for Boo	As Home   1122334 8001 Logout				
							Show Tran COSMOS	sactions For Valleyside DISTRIBUTORS Only	Books						
								Filter transactions by bra	inch: Valleyside Bo	oks 🔻					
							Fill	ter transactions by status: Op	en or Verified						
owing transa	ctions due u	ip to 09-Aug	2019.												
<u>A</u>	v	N_AC	£	Trans Date	Type	View	Invoice No	CN, Claim or Inv Roll	Due Date	Status	Clam View	Date Authorized	Currency	Value	Outstanding
SMOS DI	STRIBUTO	RS													
					Authorized by 07.1	Aug-2019								6.00	0.00
-	-	_		17 10 - 2010	Ready For Paymer	nt	And a second		10.000 2010	0			1000	224.00	0.00
			-	17.May 2019	and and a second		00000010100		16-54-2019	Cost			1150	45.36	40.76
	_	_		17.May 2019	and in the second se		Distant Service		16-06-2019	Cont			1150	648.00	643.00
	_			17.May.2019	in/		0306616404		16-84-2019	David			USD	324.00	374.00
	-			17-May-2019	ite.		0505618501		16-A6-2019	Open			USD	645.00	645.00
				17-May-2019	in/		098668173399		16-34-2019	Open			USD	324.00	324.00
				17-May-2019	les :		0900013687		16-34-2019	Open			USD	194.40	194.40
				17-May-2019	Rev I		0906619713		16-Jul-2019	Open			USD	81.00	81.00
				17-May-2019	les:		0986621920		16-34-2019	Open			USD	324.00	324.00
				17-May-2019	Bry .		0905022173		16-Jul-2019	Open			USD	162.00	162.00
				17-May-2019	Inc		0906622501		16-Jul-2019	Open			USD	129.60	129.60
				17-May-2019	its/		0906792091		16-Jui-2019	Open			USD	27.54	27.54
			0	17-May-2018	lev-		0966841726		16-Jun-2019	Open			USD	8.64	8.64
		-	0	17-May-2019	and .		0966542447		16-Jul-2019	Open			USD	8.64	8.64
				17-May-2019	les.		0908842595		16-Jul-2019	Open			USO	8.64	8.64

\* Authorize All Select this button on the Period Summaries Screen to authorize all outstanding transactions for payment by the next clearance date. You will have the option to change your mind:

	ou want to o	uthorizo oll s	utetanding	transactions for Ari	es Distribution?
Alle you sulle y	ou want to a	uthonze all t	Juistanung	indifisite to 15 for 7 th	es planbutons
Ale you sule y	ou want to a		Jutotaniunig		

### Note: Verify then authorize

Select **Filter transactions by status/Verified** to find and then **Authorize** invoices that have already been checked and verified.

							FACE TO	Roomentares   Contact us	Batch for Books Hores				
						Gurrent authorization perio	od closes 12-Ju	un-2019 for payment	1122234 1987 Laport				
						Show Transactions F Aries Distribution On	for Valleyside I ly	Books					
						Filler to	ensurions by bran	SER: Yoleycore Banks					
						Filter transa	chors by status	Verified	B				
Showing in	mactors	a due from 15-Jun-3	Diff strength.										n
R.A.Y	N.C	Trans Date	Type	Vare	Browice No.	DL Calls or by Rull	Due Date	Pates	Care the	Date Authorized	Currency	Value	Outstanding
Aries Dis	tribution	1											
		30-4May 2019	Dairr .		STOCKED.	1000	ISAg278	when the	Set & Vestor		000	8.76	8.74
		17-May-2016	216		(and write		15-Augustrie	Vetfiel			US0	44.25	28.81 Clam
		17.4Mp-2018	Per l		1008-0207		0.44219	Seller .			URD .	1.01	X ST Chart
		25-Mar-2019	114		87.75272B		20-Jun-2019	Vertilat			USO	286.52	380.53
		25 Mar 2019	111		11750000-		25-Aut-2019	Sector .			080	342.31	542.80
		Set All											
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						6 1 Or 10							
-					14	a Darch Game Game/Tana	Damage Autors	Parent Roomany	to their Lennage Mar	18em			

### Period Summary – Future

To see transactions due in the future, there are two options: **Future** or **Future by Week**. **Future** displays the total for all vendors by all dates. **Future by Week** (shown below) displays all vendors, but by due date.

				Show Period: Future by	Week 😈			
Currency : USD								
Due By	Open Transactions	Outstanding Transactions	Outstanding	Authorize All	Verified Transactions	Authorised Transactions		Amount to be paid to Batc
26-APR-19	39	39	9,358.85	0	0	3	328.02	328.0
10-MAY-19	9	9	2,560.57	0	0	0	0.00	0.0
17-MAY-19	4	4	346.63	0	0	0	0.00	0.0
		57	12 266 25	6		1		328.0

### **Show Transactions Screen – Aries Distribution Only**

_								1 17/01	for Booksellers   Cor	And us   Batch for Doo	ka Home i				
							B	atch r Books	191	Jan	1122334 0001 Logout				
							Current authori: 09-Aug-2019	zation period closes 07-/	Aug-2019 for pa	yment to the veni	fors on				
							<ul> <li>Show Tran Aries Distri</li> </ul>	sactions For Valleyside bution Only	Books						
								Filter transactions by bri	anch: Valleyside Bo	oks 🔻					
							Fit	er transactions by status: Op	en or Verified						
Showing tra	ansactions of	tue from 10.J	ug-2019 onw	ards.											Page
R A	v	N	Actions C	(Trans Date	Туре	View	Invoice No	CN, Clam or inv Ref8	Due Date	Status	Claim View	Date Authorized	Currency	Value	Outstanding
Aries Dis	tribution														
				22-34-2019	lev.		0857225584		20-Oct-2019	Open			USD	15.59	15.59 Claim
			0	22-34-2019	anv.		0057179430		20-00-2019	Open			USD	37.79	\$7.79 Casim
			0	22-344-2019	any.		(457185683		20-00-2019	Open			USO	37.80	37.80 Cases
			0	22-34-2019	inv		0057131995		20-0:4-2019	Open			USD	29.14	29.14 Creat
			•	22-34-2019	ley.		0057179400		20-0:6-2019	Open			uso	18.89	18.09 Clam
			0	22-34-2019	lev.		P057179791		20-Oct-2019	Open			USD	279.94	279.94 Claim
				22-34-2019	lev-		0057169140		20-Oct-2019	Open			USD	495.29	496.29 Claim
			0	22-34-2019	linv		0657074899		20-Oct-2019	Open			USD	345.48	345.45 Cam
				22-346-2019	BOV.		0557073299		20-Oct-2019	Open			USD	121.99	121.99 Claim
			0 2000	22-34-2019	inv.		0657073592		20-Oct-2019	Open			USD	260.40	260.40 Class
			0	22-34-2019	any.		0557073700		20-Oct-2019	Open			US0	103.33	103.33 Clum
			9	22-34-2019	les/		0057075045		20-Oct-2019	Open			USD	186.03	166.03 Claim
				22-36/-2019	anv.		8657075110		20-Oct-2019	Open			USD	431.53	431.53 Claim
			0	22-30-2019	No.		0057075413		20-061-2019	Open			USD	196.59	196.50 Cham
			0	22-30-2019	and a		0001103482		20-00-2019	open			uso	70.13	70.13 Claim
			0	22-86-2019	May .		0631104278		20-06-2019	Open			050	358.05	358.05 Clam
				22-30-2019	and .		0001100414		20-00-2019	open			USD	592.21	592.21 Claim
			0	22-34-2019	and the second s		000.1100709		20-00-2019	Open			050	81.95	81.95 Classe
			0	22-34-2019	No.		1057176256		20-00-2019	Open			VSD	15.89	18.89 Cham
				22-84-2018	200 C				20.0ML/019	CODAR			12512	267.09	28/09 Claw

On the left-hand side are the **Actions** you can perform. NOTE Not all users will see all the available options. Access to these will depend on the permissions granted to each user by a business's owner.

**R** = **Restore to Open** reverses an action and changes the status back to Open.

**A** = **Authorize** Select this to indicate which transaction will be paid to the vendor at the due date.

**V** = **Verify** Select this to indicate that the goods received have been checked against the invoice and are correct.

**N** = Not Paying removes the transaction from the balance total. These are items that will be paid outside Batch For Books, for example by credit card.

**C** = **Cancel** cancels any action made before **Update** has been selected. After that, you need to open the invoice and select **R** = **Restore to Open**.

Other headings:

Trans date – sorts by the date of the transaction.

**Type** – whether it is an invoice, claim or credit.

**View PDF** – if the vendor has supplied a PDF of the invoice, an icon will appear here. Click to open the PDF where available.

**Invoice number** – when transactions are sorted by this column, you will see invoices, claims, and credits together.

**CN, Claim or Inv. ref#** – this column shows the credit note (CN), claim or invoice number. **Due date** – date by which the transaction should be cleared.

Status – shows what actions have been taken e.g. authorized or verified.

Claim View – shows when a claim has been sent to the vendor.

Date Authorized – displays the date on which an invoice was authorized.

**Currency** – customers in the US may only deal in USD. **Value** – this is the original invoice value. **Outstanding** – this column displays the current invoice value after any claims have been taken into consideration.

### **Not Paying**



If you wish to pay an invoice by credit card or other method (ie. not via your Batch For Books account), select **N** = **Not Paying** to remove it.

– You will see a warning box with the option to cancel the action.

If you select OK, you can still select C = Cancel from the left-hand column up until you click
 Update.

If you later decide to pay an invoice through Batch For Books, select R = Restore then
 Update at any time before the authorization date to undo any changes.

### Not Paying through Batch For Books.

To see the invoices that you have chosen not to pay through Batch For Books, select **Not Paying through Batch For Books** from the dropdown menu and this will show the list of invoices.



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							Show     Aries	Transactions For Valleysio Distribution Only	le Books						
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8 C	A		· ¢.	(Trans Diese	Terr	View	division for	CN, Dates at the Ball	Due Date	Dates	Cale New	Date Automated	Comency	View	Outstanding
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stee 1	Detribution														
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				an old states	-		-		25-04-2914	Garr				20.0	2014
			-	D-MRTP	-		-		20-04-2018	Date:			-	12.0	THE R Carlo
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				Distant.	10		-		25-04-2015	Com.			100	15.10	THE OWNER.
	1000			10.000	-		and so its and		20-04-20-8	Dat			-	100.00	THE OF CASE
				25.44.07.0	14		-		20-01-2016	Court			100	101.01	ARC21 Films
	1			D-MART -			-		25-04-27-0	Eper-			1.446		P.B. Dev
		100		0-0-015	The .		100110-000		ab-Quaderm	Cares			0.000	18.85	10.00 (2000
				22-34-82°R	14		and the second		20-Dir 2018	Cowy.			100	87.95	2010-000
		100	1.0	D-indian State	14		-		20-00-0019	Care			-	38	TER Dare
		100	0	22-14-0214	24		and the second second		25-the-gtru	Date			-	25.14	CALIN TRAVE
	1	100		0-0-011	1.		-		210310278	Direct V			-	17.81	27 M 10-
	1000	1	1.0	E5-loc ET15	in .		Dennes .		21-OwnEPTS	Care .				21.0	207.05 (201)
	1	100		22-34-8918	-		Million and		26-0x1-2016	Carry .			100	88.25	-ME21-100
		1000		Gan JTH	10		and the local division of the		In No. of Co.	Cont.			-	522.47	10.47
		1	0	15-4e-2019	bw-		(COLORING )		18-Dec-2018	100-			-	2198.28	8,166,24
	The second s	-		(3-ar-20%	10		Distance in the local		18-344-2712	12001			100	17.19	47.10

Select **All** from the dropdown menu to see all transactions for one vendor.

Selecting a transaction number brings up the detail of that transaction. The invoice detail shows the EDI information that Batch For Books receives from the vendor, including the discount, due date, title detail, and order number.

### **Making Claims**

Claims for any discrepancies can be made in Batch For Books up to 30 days after invoice date.

- For PRH claims, you will be directed to the www.penguinrandomhouse.biz site to deal with them directly. Credit notes from PRH will be visible on your Batch For Books account once they have decided whether the claim is valid.

0	Authorized by 17-Apr-2019	9						0.00	0.00
	Ready For Payment								0.00
26-Mar-2019	Claim	81792045	145221	12-Apr-2019	Open	Sent to Vendor	USD	11.04	11.04
26-Mar-2019	Claim	81792045	145220	12-Apr-2019	Open	Sent to Vendor	USD	11.04	11.04
28-Mar-2019	Inv .	BARDEDAE		12-Apr-2019	Open		USD	163.01	140.93 Claim
25-Mar-2019	Inv	81792038		12-Apr-2019	Open		USD	163.01	
28-Jan-2019	Inv	71780032		01-Feb-2019	Open		USD	118.86	110.00
28, Ian.2010	Inv	7178/031		01-Feb-2019	Onen		1150	84.08	R4 06

From the transaction, you can select **Claim** from the right-hand column.

- Select your reason for each claim from a dropdown list then Validate.

- If you don't confirm but select **Back** from the menu bar, the claim will be undone.

- You can set the same reason for each item or choose different reasons as required.

– If you are happy that the claim is correct, simply click on **Confirm** at the bottom of the page to send the claim to the vendor's customer service department.

- Your claims will appear in the list of invoices and credits in your Batch For Books account.

•												
				Current au 19-Apr-20	uthorization period clo 19	ses 17-Apr-2019 for payment to the	e vendors on					
				• Enter	Claim							
	Valleyside 22 West Sy Santa He New Maria 22466231 USA 1039 1039 1039 1039 1039 1039 1039 1039	Books eet 567311 m.Xely@betch.co.uk 134						Artie 55 B More Tonn 6780 UGA Tol Fax Erna SAN	Distribution tedway spina secon 40 I eliten kelly@catch o 0543965	3.0X		
Invoice No	Order No. Cust Ref			Curren	cy	Invoice Date		Due Date			Tax Code	
81792045	FAMPS16PARK			USD		26-Mar-2019		12-Apr-2019				
Invoice Details				Set	Il lines to the same reason:		•		Cia	im Values	son is selected)	
Product Code (ISBN)	Title	Order No. Cust Ref	Tax Code	Net Value	Reason				Unit Cost	Qty	Disc. %	Discount Value
9781250144850	Sometimes ( Lie		Zero		11.04 Promotion or event r	itock, or pre-authorized by vendor			16.99	1	35.00	
9781250167309	Chost		Zero		11.69 Supplied item receiv	ed damaged			17.99	1	35.00	
9781250191250	Vanity Fair Diaries		Zero		13.00 Supplied item receiv	ed damaged			20.00	1	35.00	
9781545801451	Art Baltazar Giltbert Mt		Zero		19.47				9.00	3	35.00	
9781632889562	Berger, Warren Book of Beautiful Questions		Zero		18.20	8			28.00	1.1	35.00	
9781770463363	Fabion Vohimann Beautiful Darkness		Zero		11.66	8			17.95	1	35.00	
9781250297143	Oathoringer		Zero		77.95	B			23.00	5	35.00	
Tax Code Tax Rate Net Zero 0.00	t Value Tax Value 163.01 G.00			÷							Invoice Totals Disco	unt Value Tax Value Value 163.01

	FAQs for Booksellers   Contact us   Batch for Books Home
Batch for Books	112233 1007 Logout
urrent authorization period close	s 17-Apr-2019 for payment to the vendors on
Surrent authorization period close 9-Apr-2019 Velcome Janet Ravenscroft, Valle	s 17-Apr-2019 for payment to the vendors on yside Books. Make your selection below.
P-Apr-2019 Welcome Janet Ravenscroft, Valle Period Summaries	s 17-Apr-2019 for payment to the vendors on yside Books. Make your selection below.

#### **All Transactions**

Selecting **All Transactions** from the Home page leads to the **Search Transactions Screen**.

	Batch for Books	FALIS TOT BOOKSSIII)'S   Contact us	112233- 1007 Logout
	Current authorization period 19-Apr-2019	I closes 17-Apr-2019 for paymen	t to the vendors on
	Search Transactions		
Vendor Name			
SAN Number			
Due Dates Enter from/to date range (format eg 16-Apr-2019)		to 🖄	2
Transaction No			
(Invoice, Credit Note, Claim)			

From here you can search by a single vendor using their SAN (Standard Address Number) or company name; by different time spans or by a single transaction number. The search fields will take you to the same screens seen via the **Period Summaries** options.

ΤE								Batch	n for Booksellers   Co	vrlad va ( Besth Kribe	1122354 1927 Legent				
							Current aut 16-Aug-201	horization period closes 14	Aug-2019 for p	ayment to the ver	ndors on				
							• Show Aries (	Transactions For Valleysia Distribution Only	e Books						
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R A	v		C	STrans Date	Туре	View	tivolae No	CN, Clairs or inv Rell	Due Date	Status	Claim Vew	Date Authorized	Currency	Value	Outstanding
Aries Distri	bution														
					Authorized by 10 Ready For Payrs	Aug-2019								0.00	0.00
				22-34-2019	19		0867120201		20-Cks-2019	Open			USD	279.34	278.04 Care
		100		22-36-2010	the.		0867223064		20-061-2019	Open			USD	16.59	16-59 Cere
				22-34-2019	100		0887554899		25-Out-2019	Open			450	345.48	345-48 Claim
				22-34-2019	jm .		0887075299		20-Oct-2013	Open			eito.	121 00	121 90 Chim
				22-34-2018	- EN		086 M073032		25-Out-2013	Open			USD	260.40	295 40 Chem
				22-34-2019	19		0807673700		20-045-2019	Open			USD	103.33	103.33 Calin
				22-34-2019	19		0887075685		20-Oto-2019	Open			USD	186.03	196 03 Circo
			0	22-34-2019	ler.		0867275110		20-Out-2019	Open			USD	431.83	431.53 Current
				22-34-2519	Bir.		DEPOTO 1		25-046-2019	Opers			USD.	196.00	196.50 Clarte
				22-34-2019	100		6827163482		25-04-3018	Open			uso	70 13	70.13 Calm
				22-36-2019	2W		0867184276		20-06-2019	Open			USD	358.05	356-35 Care
				22-34-2019	19		0867188474		20-Out-2018	Open			USD	602.21	802.21 Care
			0	22-34-2018	100		GMC7 16 ETWO		25-Out-2019	Open			USD	41.95	81.85 Case
				22-34-2019	24		CRE71/79286		20-Okt-2019	Open			USD.	18.82	18.89 Carrie
				22-36-2019	17		087179430		20-Oct-2019	Open			USD	37.79	\$7.79 China
			10	22-34-2019	by .		1017179440		25-CHI-2019	Open			USD	19.80	18.89 Claim
				22-34-2018	10		0807131989		25-046-2019	Open			010	29.14	20 14 Gam
				22-34-2019	314		1807180657		25-Ck5-2019	Open			USD .	37.80	37.80 Caum
				22-36-2019	100		GM7134021		25-06-2019	Open			USD	267.00	267 09 Chim
				22-34-2019	1/w		0867108140		20-CM-2018	Open			USD	496.29	496.29 (Sale)
			0	10-Jun-2019	9W		0058477815		08-5ap-2018	Open.			USD	122.47	122.47
				10-341-2018	iw.		0050031033		\$8-Sep-2019	Open			USD	2,136.22	2,196.22
				the second se					A Design of the local division of the local				and a state of the	the second se	

#### **Search Screen**

– Selecting **Search** from the Home page leads to **Searches** and the options to select **Transaction** or **Invoice Finder**.

	Searches
Transaction Finder	Invoice Finder
Main Menu	

Use **Transaction Finder** to search by an invoice, credit, or claim number.

Enter Transaction Num	ber:		
	Find	Main Menu	

Use **Invoice Finder** to enter a delivery note number or order reference and locate an invoice.

-	
	Invoice Finder
Delivery Note Number or Order Reference	
	A
	Clear Find Invoice Main Menu

### **Reports Screen**

- Selecting **Reports** from the Home page leads to a list of reports and balances for your bookstore.

	Reports
Bookstore Balances	Vendor Balances
Report History	Auto-Unauthorized Transactions
Main Menu	

### **Bookstore Balances**

- See your account activity and outstanding balances by due date.

Bo	Books							1122334 1007 Logout
Current authoriz	ation pe	riod clo	ses 17-Ap	r-2019	for p	bayment t	o the ver	idors on
• Bookstore E	Balance	s						
Valleyside Books	5							
Currency : US	D							
	Outstan	ding Bal	ances for Pe	riod En	iding	19-Apr-201	19	
		Open		1	/erifie	d	Autho	rized
	Qty	Va	alue	Qty	1	/alue	Qty	Value
Claims	8		136.51	C		0.00	1	11.69
Invoices	163		40,921.35	1		74.06	2	316.3
Balance	171		41,057.86	1		74.06	3	328.02
		Outstar	nding Balanc	es by C	Due D	ate		
120203			Open		Ver	ified	Auth	orized
Due Ending		Qty	Value	Qt	у	Value	Qty	Value
17-May-2019		4	346	.83	0	0.00	0	0.00
10-May-2019		9	9 2,560		.57 0		0	0.00
28-Apr-2019		39	39 9,358		0	0.00	3	328.02
12-Apr-2019		4	4 326		0	0.00	0	0.00
08-Feb-2019		17	17 3,995		0	0.00	0	0.00
31-Jan-2019		111	27,377	.38	1	74.06	0	0.00
		Ace	count Activit	y by Pe	riod			
Period Er	nding			Bo	okst	ore Collection	ons	
	1.4.2		Т	ransacti	on Qt	y	10	Value
03-Apr-2019							2	3,102.10
29-Mar-2019							4	1 110 10
15-Mar-2019							3	687.3
15-Mar-2019 20-Feb-2019								001.5
15-Mar-2019 20-Feb-2019 08-Feb-2019							3	724.8
15-Mar-2019 20-Feb-2019 08-Feb-2019							3	724.8

## Report History

- See all your report options.



### Vendor Balances

Search your balance with a particular vendor by filling in the search fields, or selecting
 Search at the bottom of the screen to see balances with all your vendors.

	Balance	s by V	endor				
endor Name							
AN							
		Search	Reports Menu	Main	Menu		
			1 510-6-8-	-1	1.0	Datable for	Barder Harris I.
B	atch		FAQs for Bo	oksellers	Contact us	Batch for t	1122334 1007 Logout
Current authori 19-Apr-2019	zation p	eriod cl	oses 17-Apr-	2019 fo	r payment	to the ve	endors on
Vendor Ba	lances	_	-				
Venuor ba	lances						
Aries Distributi	on						
Currency : U	ISD						
	Outstar	nding Ba	lances for Peri	od Endi	ng 19-Apr-20	119	
	0111	Open	lahua.	Veri	ified	Auth	Nalua
Claims	Qty 6	Open	/alue 66.35	Veri Qty 0	ified Value 0.00	Auth Qty	norized Value 11.6
Claims Invoices	Qty 6 76	Open	/alue 66.35 19,258.33	Veri Qty 0 1	ified Value 0.00 74.06	Auth Qty 1 2	Norized Value 11.6 316.3
Claims Invoices Balance	Qty 6 76 82	Open N	/alue 66.35 19,258.33 19,324.68	Veri Qty 0 1 1	ified Value 0.00 74.06 74.06	Auth Qty 1 2 3	Norized Value 11.6 316.3 328.0
Claims Invoices Balance	Qty 6 76 82	Open N Outsta	Value 66.35 19,258.33 19,324.68 anding Balance	Veri Qty 0 1 1 3 5 by Due	fied Value 0.00 74.06 74.06	Auth Qty 1 2 3	norized Value 11.6 316.3 328.0
Claims Invoices Balance	Qty 6 76 82	Open N Outsta	/alue 66.35 19,258.33 19,324.68 anding Balances Open	Veri Qty 0 1 1 5 by Due V	ified Value 0.00 74.06 74.06 e Date erified	Auth Qty 1 2 3 Aut	value Value 11.6 316.3 328.0
Claims Invoices Balance Due Ending	Qty 6 76 82	Open V Outsta Qty	/alue 66.35 19,258.33 19,324.68 Inding Balances Open Value	Veri Qty 0 1 1 s by Due Vi Qty	ified Value 0.00 74.06 74.06 e Date erified Value	Auth Qty 1 2 3 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	norized Value 11.6 316.3 328.0 thorized Value
Claims Invoices Balance Due Endin 17-May-2019	Qty 6 76 82	Open N Outsta Qty 4	/alue 66.35 19,258.33 19,324.68 anding Balances Open Value 346.83	Veri Qty 0 1 1 1 s by Due Vi Qty 0	ified Value 0.00 74.06 74.06 e Date erified Value 0.00	Autt Qty 1 2 3 3 Aut Qty 0	horized Value 11.6 316.3 328.0 Chorized Value 0.0
Claims Invoices Balance Due Ending 17-May-2019 10-May-2019	Qty 6 76 82	Open N Outsta Qty 4 9	/alue 66.35 19,258.33 19,324.68 anding Balances Open Value 346.83 2,560.57	Veri Qty 0 1 1 3 5 by Due Vi Qty 0 0	ified Value 0.00 74.06 74.06 e Date erified Value 0.00 0.00	Auth Qty 1 2 3 3 Aut Qty 0 0	norized Value 11.6 316.3 328.0 :horized Value 0.0 0.0
Claims Invoices Balance Due Ending 17-May-2019 10-May-2019 26-Apr-2019	Qty 6 76 82	Open V Outsta Qty 4 9 39	Value 66.35 19,258.33 19,324.68 anding Balance Open Value 346.83 2,560.57 9,358.85	Veri Qty 0 1 1 3 5 by Due Vi Qty 0 0 0 0 0	ified Value 0.00 74.06 74.06 e Date erified Value 0.00 0.00 0.00	Auth Qty 1 2 3 4 4 4 4 4 4 4 4 0 0 0 3	norized Value 11.6 316.3 328.0 thorized Value 0.0 0.0 328.0
Claims Invoices Balance Due Endiny 17-May-2019 10-May-2019 26-Apr-2019 12-Apr-2019	Qty 6 76 82	Open N Outsta Qty 4 9 39 4	/alue 66.35 19,258.33 19,324.68 anding Balances Open Value 346.83 2,580.57 9,358.85 326.02	Veri Qty 0 1 1 s by Due S by Due Qty 0 0 0 0 0 0 0 0 0	ified Value 0.00 74.06 74.06 e Date erified Value 0.00 0.00 0.00 0.00	Auth Qty 1 2 3 3 Auth Qty 0 0 0 3 3 0	norized Value 11.6 316.3 328.0 thorized Value 0.0 0.0 328.0 0.0
Claims Invoices Balance Due Ending 17-May-2019 10-May-2019 26-Apr-2019 12-Apr-2019 08-Feb-2019	Qty 6 76 82	Open N Outsta Qty 4 9 39 4 5	Alue 66.35 19,258.33 19,324.68 anding Balance Open Value 346.83 2.560.57 9,358.85 326.02 560.57	Veri Qty 0 1 1 s by Due S by Due Qty 0 0 0 0 0 0 0 0 0 0 0 0	ified Value 0.00 74.06 74.06 e Date erified Value 0.00 0.00 0.00 0.00 0.00	Auth Qty 1 2 3 3 Auth Qty 0 0 0 3 3 0 0	Norized Value 11.6 316.3 328.0 Chorized Value 0.0 0.0 328.0 0.0 0.0 0.0
Claims Invoices Balance Due Ending 17-May-2019 10-May-2019 26-Apr-2019 26-Apr-2019 31-Jan-2019 31-Jan-2019	Qty 6 76 82	Open 1 Outsta Qty 4 9 39 4 5 34	Value 66.35 19,258.33 19,324.68 Open Value 346.83 2,560.57 9,358.85 326.02 560.57 9,079.24	Veri Qty 0 1 1 5 by Due Vi Qty 0 0 0 0 0 0 1	ified Value 0.00 74.06 74.06 e Date erified Value 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Auti Qty 1 2 3 3 Aut Qty 0 0 0 3 3 0 0 0 0 0	thorized Value 11.6 316.3 328.0 thorized Value 0.0 0.0 328.0 0.0 0.0 0.0 0.0
Claims Invoices Balance Due Ending 17-May-2019 10-May-2019 26-Apr-2019 12-Apr-2019 08-Feb-2019 31-Jan-2019	Qty 6 76 82	Open N Outsta Qty 4 9 39 4 5 34 34	Alue 66.35 19,258.33 19,324.68 anding Balance Open Value 346.83 2,560.57 9,358.85 326.02 560.57 9,079.24 count Activity	Veri Qty 0 1 1 5 by Due 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	ified Value 0.00 74.06 74.06 e Date erified Value 0.00 0.00 0.00 0.00 0.00 74.06	Auth Qty 1 2 3 3 Auth Qty 0 0 0 3 3 0 0 0 0	norized Value 11.6 316.3 328.0 thorized Value 0.0 0.0 328.0 0.0 0.0 0.0 0.0
Claims Invoices Balance Due Endiny 17-May-2019 10-May-2019 26-Apr-2019 26-Apr-2019 08-Feb-2019 31-Jan-2019 31-Jan-2019	Qty 6 76 82	Open 1 Outsta Qty 4 9 39 4 5 34 34	Value 66.35 19,258.33 19,324.68 anding Balances Open Value 346.83 2,560.57 9,358.85 326.02 560.57 9,079.24	Veri Qty 0 1 1 5 by Due 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	ified Value 0.00 74.06 74.06 e Date erified Value 0.00 0.	Auth Qty 1 2 3 3 Auth Qty 0 0 3 0 0 0 0 0 0 0 0 0	Norized Value 11.6 316.3 328.0 Chorized Value 0.0 0.0 0.0 328.0 0.0 0.0 0.0 0.0 0.0 0.0
Claims Invoices Balance Due Endiny 17-May-2019 10-May-2019 26-Apr-2019 26-Apr-2019 08-Feb-2019 31-Jan-2019 31-Jan-2019 Period	Qty 6 76 82	Open 1 Outsta Qty 4 9 39 4 5 34 34	Value 66.35 19,258.33 19,324.68 anding Balances Open Value 346.83 2,560.57 9,358.85 326.02 560.57 9,079.24	Veri Qty 0 1 1 s by Due v Qty 0 0 0 0 0 0 0 0 1 0 0 0 0 0 0 0 0 0 0	ified Value 0.00 74.06 74.06 e Date erified Value 0.00 0.	Auth Qty 1 2 3 3 Auth Qty 0 0 0 3 0 0 0 0 0 5 5 5 5 5 5 5 5 5 5 5	Value Value 11.6 316.3 328.0 Value 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.
Claims Invoices Balance Due Endiny 17-May-2019 10-May-2019 26-Apr-2019 26-Apr-2019 31-Jan-2019 31-Jan-2019 Period 05-Apr-2019	Qty 6 76 82	Open N Outsta Qty 4 9 39 4 5 34 5 34 Ac	Value 66.35 19,258.33 19,324.68 open Value 346.83 2.560.57 9,358.85 326.02 550.57 9,079.24	Veri Qty 0 1 1 s by Due v Qty 0 0 0 0 0 0 1 1 by Peric ve	ified Value 0.00 74.06 74.06 e Date erified Value 0.00 0.	Auth Qty 1 2 3 Aut Qty 0 0 0 3 0 0 0 0 5 8 2	Value Value 11.6 316.3 328.0 Value 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.
Claims Invoices Balance Due Endiny 17-May-2019 10-May-2019 26-Apr-2019 26-Apr-2019 31-Jan-2019 31-Jan-2019 05-Apr-2019 29-Mar-2019	Qty 6 76 82	Open 1 Outsta Qty 4 9 3 9 4 5 34 5 34	Value 66.35 19,258.33 19,324.68 anding Balances Open Value 346.83 2,560.57 9,358.85 326.02 560.57 9,079.24 ccount Activity	Veri Qty 0 1 1 s by Due v Qty 0 0 0 0 0 0 0 1 0 0 0 0 0 0 0 0 0 0 0	ified Value 0.00 74.06 74.06 e Date erified Value 0.00 0.	Auti Qty 1 2 3 Auti Qty 0 0 0 3 0 0 0 0 0 5 8 2 2	Value Value 11.6 316.3 328.0 Chorized Value 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.
Claims Invoices Balance Due Endiny 17-May-2019 10-May-2019 26-Apr-2019 28-Apr-2019 31-Jan-2019 31-Jan-2019 29-Mar-2019 15-Mar-2019	Qty 6 76 82	Open 1 Outsta Qty 4 9 39 4 5 34 5 34	Value 66.35 19,258.33 19,324.68 anding Balance Open Value 346.83 2,560.57 9,358.85 326.02 560.57 9,079.24 ccount Activity	Veri Qty 0 1 1 s by Due 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	ified Value 0.00 74.06 74.06 e Date erified Value 0.00 0.	Auti Qty 1 2 3 3 Auti Qty 0 0 3 3 0 0 0 3 0 0 0 5 8 2 2	Value Value 11.6 316.3 328.0 Chorized Value 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.

### Auto-Unauthorized Transactions

– Any transactions that were automatically unauthorized by Batch For Books because insufficient funds were received by the due date will be listed here. There is an option at the bottom of the page to **re-authorize** invoices for payment.

		FAQs for E	Booksellers   Cont	tact us   Batch	for Books Home
	Batch for Books				1122334 1007 Logout
Current auth 19-Apr-2019	orization period clo	ses 17-Api	r-2019 for pay	ment to the	vendors on
Auto-Un	authorized List				
Date 11-APR-19				Go	
Bookstore	Vendor	Amount	Transaction ID	Invoice Date	Re-authorized
Valleyside Books	Aries Distribution	260.52	71768948	15-Jan-19	*
	Aries Distribution	342.93	71769278	15-Jan-19	
	Aries Distribution	343.66	71769456	15-Jan-19	×
	Aries Distribution	263.06	71769707	15-Jan-19	*
	Aries Distribution	163.01	71790021	15-Jan-19	*
	Aries Distribution	64.96	71790986	15-Jan-19	×
	Aries Distribution	118.86	71790994	15-Jan-19	*
	Aries Distribution	77.31	71792385	15-Jan-19	*
	Aries Distribution	873.12	71792393	15-Jan-19	×
	Aries Distribution	74.06	71740959	12-Jan-19	*
	Aries Distribution	237.07	71780021	12-Jan-19	×
	Aries Distribution	873.12	71780020	12-Jan-19	*
	Aries Distribution	77.31	71780019	12-Jan-19	
	And the Party and the strength	110 00	74700040	40 1 40	

### Still need help?

- \* Check out FAQs for Booksellers on our website.
- \* Contact us using the Contact Us or Register form.
- \* Drop a line to support@batchforbooks.com.

[Updated 13 Aug 19]

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