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 U.S. 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. **Note:** booksellers based in the rest of the world must use **Batch Ltd** (www.batch.co.uk).

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.

Main Menu Screen
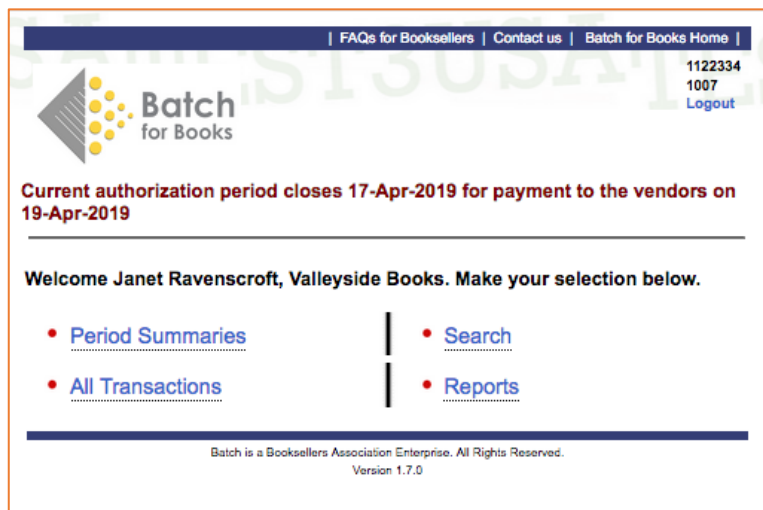
Period Summaries
– See all your transactions for past, present, and future clearance dates by vendor.

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.

<u>Reports</u>
– Find balances and reports for your company.

Period Summaries Screen
– See all your transactions for past, present, and future clearance dates by vendor.

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

* **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**.

* 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:
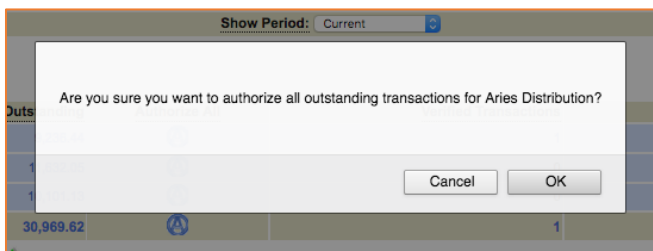
Note: Verify then authorize

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

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 Transactions Screen – Aries Distribution Only

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.
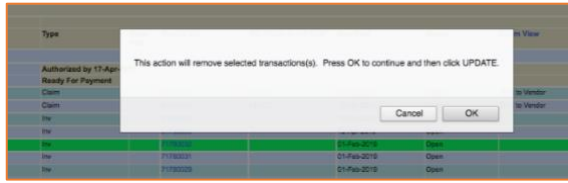**Claim View** – shows when a claim has been sent to the vendor.
Date Authorized – displays the date on which an invoice was authorized.

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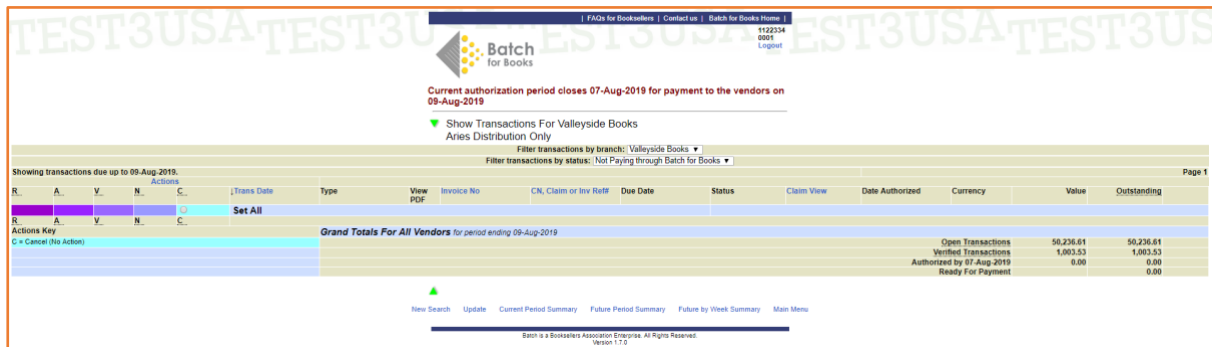
Select **All** from the dropdown menu to see all transactions for one vendor.

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.

										0.00	0.00
	Authorized by 17-Apr-2019										
	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
26-Mar-2019	Inv		81792045		12-Apr-2019	Open			USD	163.01	140.93 Claim
25-Mar-2019	Inv		81792038		12-Apr-2019	Open			USD	163.01	Click here to ente
28-Jan-2019	Inv		71780032		01-Feb-2019	Open			USD	118.86	118.00

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.

Main Menu Screen

All Transactions

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

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.
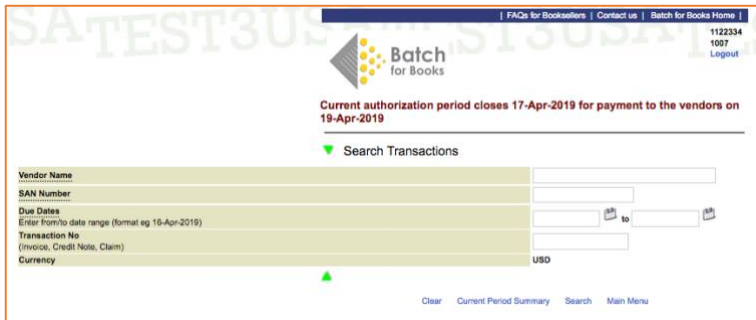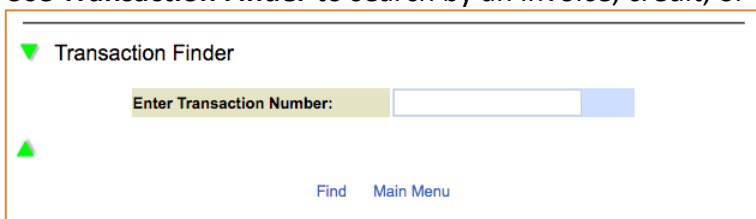

Search Screen

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

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

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

Reports Screen

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

Reports

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

Bookstore Balances

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

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Logout

Batch for Books

Current authorization period closes 17-Apr-2019 for payment to the vendors on 19-Apr-2019

▼ Bookstore Balances

Valleyside Books

Currency : USD

Outstanding Balances for Period Ending 19-Apr-2019

	Open		Verified		Authorized	
	Qty	Value	Qty	Value	Qty	Value
Claims	8	136.51	0	0.00	1	11.69
Invoices	163	40,921.35	1	74.06	2	316.33
Balance	**171**	**41,057.86**	**1**	**74.06**	**3**	**328.02**

Outstanding Balances by Due Date

Due Ending	Open		Verified		Authorized	
	Qty	Value	Qty	Value	Qty	Value
17-May-2019	4	346.83	0	0.00	0	0.00
10-May-2019	9	2,560.57	0	0.00	0	0.00
26-Apr-2019	39	9,358.85	0	0.00	3	328.02
12-Apr-2019	4	326.02	0	0.00	0	0.00
08-Feb-2019	17	3,995.61	0	0.00	0	0.00
31-Jan-2019	111	27,377.38	1	74.06	0	0.00

Account Activity by Period

Period Ending	Bookstore Collections	
	Transaction Qty	Value
05-Apr-2019	16	3,162.16
29-Mar-2019	2	947.18
15-Mar-2019	4	1,110.19
20-Feb-2019	3	687.32
08-Feb-2019	3	724.85

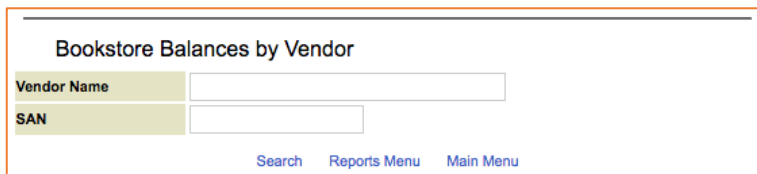Reports Menu   Main Menu   New Search

Report History
– See all your report options.
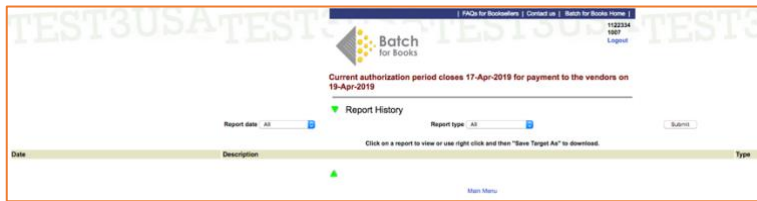
Vendor Balances
– Search your balance with a particular vendor by filling in the search fields, or selecting **Search** at the bottom of the screen to see balances with all your vendors.

Bookstore Balances by Vendor

Vendor Name	
SAN	

Search   Reports Menu   Main Menu

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Current authorization period closes 17-Apr-2019 for payment to the vendors on 19-Apr-2019

▼ Vendor Balances

Aries Distribution

🇺🇸 Currency : USD

Outstanding Balances for Period Ending 19-Apr-2019

	Open		Verified		Authorized	
	Qty	Value	Qty	Value	Qty	Value
Claims	6	66.35	0	0.00	1	11.69
Invoices	76	19,258.33	1	74.06	2	316.33
Balance	**82**	**19,324.68**	**1**	**74.06**	**3**	**328.02**

Outstanding Balances by Due Date

Due Ending	Open		Verified		Authorized	
	Qty	Value	Qty	Value	Qty	Value
17-May-2019	4	346.83	0	0.00	0	0.00
10-May-2019	9	2,560.57	0	0.00	0	0.00
26-Apr-2019	39	9,358.85	0	0.00	3	328.02
12-Apr-2019	4	326.02	0	0.00	0	0.00
08-Feb-2019	5	560.57	0	0.00	0	0.00
31-Jan-2019	34	9,079.24	1	74.06	0	0.00

Account Activity by Period

Period Ending	Vendor Payments	
	Transaction Qty	Value
05-Apr-2019	8	2,096.23
29-Mar-2019	2	947.18
15-Mar-2019	2	163.01

▲

Reports Menu   Main Menu   New Search

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.

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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.

Note: Batch For Books Inc. is for use by businesses based in the U.S. Booksellers trading in the rest of the world – including Canada – must use Batch Ltd instead (www.batch.co.uk).

[Updated 20 January 2020]