



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).

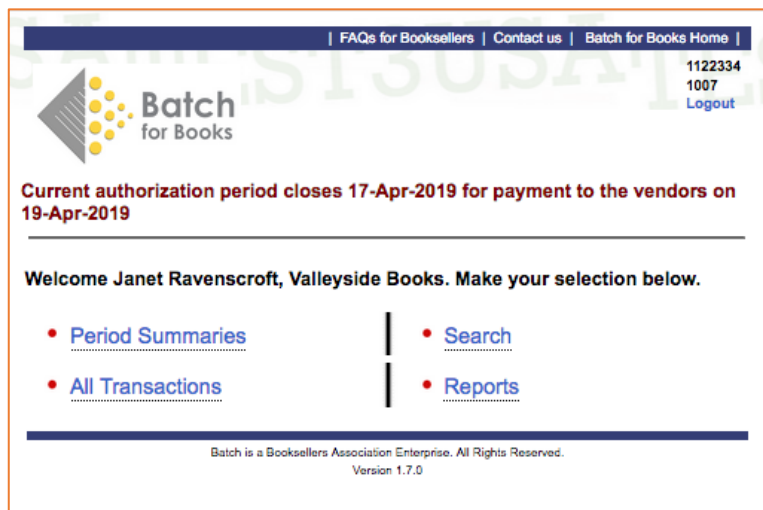
How it works

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.

Search

– 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.

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Current authorization period closes 27th March for payment to the vendors on 30th March

▼ Period Summary for Valleyside Books
Invoices Due By 29-Mar-2019

Show Period: 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	0.00
Cheffan Distributors	48	11,632.05		0	0	0.00
COSMOS DISTRIBUTORS	48	10,823.40		0	0	0.00
Totals	141	34,572.29		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):

▼ Period Summary for Valleyside Books
Invoices Due By 19-Apr-2019

Show Period:

Outstanding	Authorize All	Verified Transactions
9,236.44		1
11,632.05		0
10,101.13		0
30,969.62		1

Main Menu

* **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.

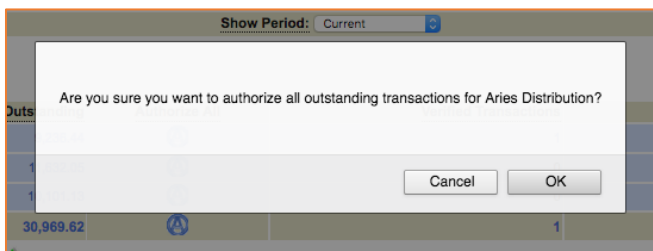
* **Amount to be paid to Batch** is the total value for all vendors that has been authorized and which **must** be paid into the Batch For Books bank account by the due date.

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**.

R.	A.	V.	N.	C.	Trans Date	Type	View PDF	Invoice No	CN, Claim or Inv Refr	Due Date	Status	Claim View	Date Authorized	Currency	Value	Outstanding
Authorized by 07-Aug-2019																
Ready For Payment																
					17-May-2019	Inv		00001610C		16-Jun-2019	Open			USD	0.00	0.00
					17-May-2019	Inv		000005706		16-Jul-2019	Open			USD	324.00	324.00
					17-May-2019	Inv		00001634X		16-Jul-2019	Open			USD	59.36	59.36
					17-May-2019	Inv		000016404		16-Jul-2019	Open			USD	648.00	648.00
					17-May-2019	Inv		000016501		16-Jul-2019	Open			USD	324.00	324.00
					17-May-2019	Inv		000017309		16-Jul-2019	Open			USD	648.00	648.00
					17-May-2019	Inv		000019887		16-Jul-2019	Open			USD	324.00	324.00
					17-May-2019	Inv		000019887		16-Jul-2019	Open			USD	194.40	194.40
					17-May-2019	Inv		000019873		16-Jul-2019	Open			USD	81.00	81.00
					17-May-2019	Inv		000021806		16-Jul-2019	Open			USD	324.00	324.00
					17-May-2019	Inv		00002217X		16-Jul-2019	Open			USD	162.00	162.00
					17-May-2019	Inv		000022001		16-Jul-2019	Open			USD	129.60	129.60
					17-May-2019	Inv		000070201		16-Jul-2019	Open			USD	27.54	27.54
					17-May-2019	Inv		000041726		16-Jun-2019	Open			USD	0.64	0.64
					17-May-2019	Inv		000042447		16-Jul-2019	Open			USD	0.64	0.64
					17-May-2019	Inv		000042095		16-Jul-2019	Open			USD	0.64	0.64

* **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:



Note: Verify then authorize

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

R.	A.	V.	N.	C.	Trans Date	Type	View PDF	Invoice No	CN, Claim or Inv Refr	Due Date	Status	Claim View	Date Authorized	Currency	Value	Outstanding
Authorized by 12-Jun-2019																
Ready For Payment																
					30-May-2019	Claim		000103020	165007	19-Aug-2019	Verified			USD	8.74	8.74
					17-May-2019	Inv		000103020		19-Aug-2019	Verified			USD	44.20	36.01 Claim
					17-May-2019	Inv		000103020		19-Aug-2019	Verified			USD	5.83	5.83 Claim
					25-Mar-2019	Inv		0170036		20-Jun-2019	Verified			USD	285.02	285.02
					25-Mar-2019	Inv		0170036		20-Jun-2019	Verified			USD	342.00	342.00

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.

▼ Period Summary for Valleyside Books								
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 Batch	
26-APR-19	39	39	9,308.85		0	3	328.02	328.02
10-MAY-19	9	9	2,560.57		0	0	0.00	0.00
17-MAY-19	4	4	346.83		0	0	0.00	0.00
Totals	52	52	12,216.25		0	3		328.02

Show Transactions Screen – Aries Distribution Only

Showing transactions due from 10-Aug-2019 onwards.																
R.	A.	V.	N.	C.	Trans Date	Type	View PDF	Invoice No	CN, Claim or Inv Ref#	Due Date	Status	Claim View	Date Authorized	Currency	Value	Outstanding
					22-Jun-2019	Inv		085725584		20-Oct-2019	Open			USD	15.59	15.59
					22-Jun-2019	Inv		0857179430		20-Oct-2019	Open			USD	37.79	37.79
					22-Jun-2019	Inv		0857185667		20-Oct-2019	Open			USD	37.80	37.80
					22-Jun-2019	Inv		0857181990		20-Oct-2019	Open			USD	28.14	28.14
					22-Jun-2019	Inv		0857179468		20-Oct-2019	Open			USD	18.89	18.89
					22-Jun-2019	Inv		0857176791		20-Oct-2019	Open			USD	279.94	279.94
					22-Jun-2019	Inv		0857189140		20-Oct-2019	Open			USD	496.29	496.29
					22-Jun-2019	Inv		0857074899		20-Oct-2019	Open			USD	345.48	345.48
					22-Jun-2019	Inv		0857172399		20-Oct-2019	Open			USD	121.99	121.99
					22-Jun-2019	Inv		0857173982		20-Oct-2019	Open			USD	260.40	260.40
					22-Jun-2019	Inv		0857172790		20-Oct-2019	Open			USD	163.33	163.33
					22-Jun-2019	Inv		0857176245		20-Oct-2019	Open			USD	158.03	158.03
					22-Jun-2019	Inv		0857176710		20-Oct-2019	Open			USD	431.53	431.53
					22-Jun-2019	Inv		0857179613		20-Oct-2019	Open			USD	196.59	196.59
					22-Jun-2019	Inv		0857182482		20-Oct-2019	Open			USD	79.93	79.93
					22-Jun-2019	Inv		0857184276		20-Oct-2019	Open			USD	358.65	358.65
					22-Jun-2019	Inv		0857189414		20-Oct-2019	Open			USD	582.21	582.21
					22-Jun-2019	Inv		0857189759		20-Oct-2019	Open			USD	61.95	61.95
					22-Jun-2019	Inv		0857176256		20-Oct-2019	Open			USD	18.89	18.89
					22-Jun-2019	Inv		0857186821		20-Oct-2019	Open			USD	267.69	267.69

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.

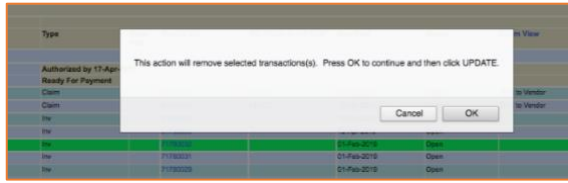
Date Authorized – displays the date on which an invoice was authorized.

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.

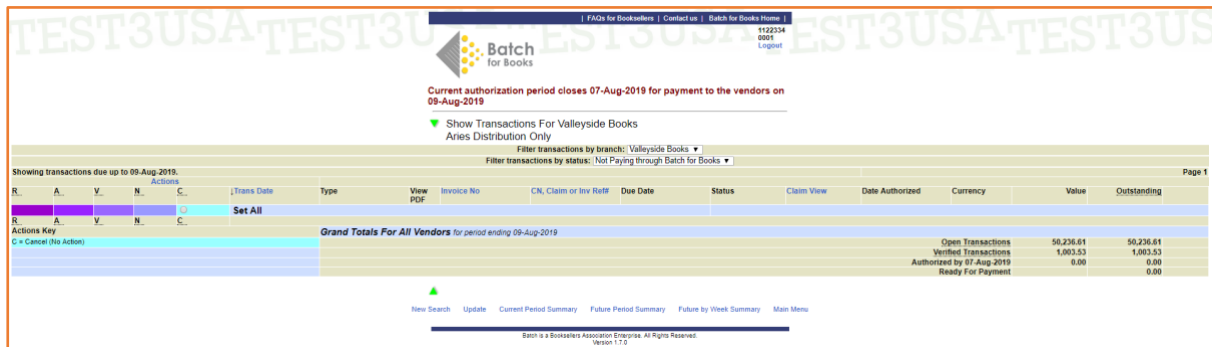
– You will see a warning box with the option to cancel the action.

– 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.

Authorized by 17-Apr-2019								0.00	0.00
Ready For Payment									
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	81792036		12-Apr-2019	Open		USD	163.01	163.01
25-Mar-2019	Inv	81792036		12-Apr-2019	Open		USD	163.01	163.01
28-Jan-2019	Inv	71780032		01-Feb-2019	Open		USD	118.86	118.86
28-Jan-2019	Inv	71780032		01-Feb-2019	Open		USD	118.86	118.86

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

Enter Claim

ValleySide Books
22 West Street
Saville Pa
New Mexico
2346031
USA
Tel: 03033507811
Fax:
Email: valley@batch.co.uk
SAN: 112234

Arlex Distribution
55 Broadway
Memphis
Tennessee
375042
USA
Tel:
Fax:
Email: arlex.kufy@batch.co.uk
SAN: 0543955

Invoice No	Order No. / Cust Ref	Currency	Invoice Date	Due Date	Tax Code
81792045	FAMPS18PARK	USD	26-Mar-2019	12-Apr-2019	

If you need to reorder items, please contact the vendor's customer services department directly.
Set all lines to the same reason:

Product Code (ISBN)	Title	Order No. / Cust Ref	Tax Code	Net Value	Reason	Claim Values (Only applied if a reason is selected)			Discount Value
						Unit Cost	Qty	Disc. %	
9781250144830	Sometimes I Lie		Zero	11.04	Inspection or event stock, or pre-authorized by vendor	16.90	1	35.00	
9781250187309	Ghost		Zero	11.89	Supplied item received damaged	17.89	1	35.00	
9781250191250	Vanity Fair Diaries		Zero	13.50	Supplied item received damaged	20.00	1	35.00	
9781040801401	All Belongs		Zero	19.47		9.90	3	35.00	
9781632899502	Bergs: Women		Zero	18.20		18.00	1	35.00	
9781775483363	Fabien Volman		Zero	11.88		17.95	1	35.00	
9781250287443	Beautiful Darkness		Zero	77.55		33.95	5	35.00	
	Dahbringer								

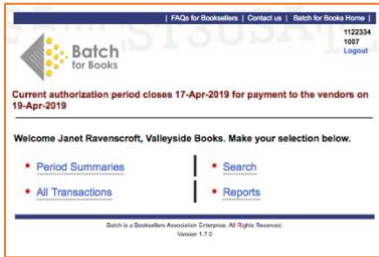
Tax Code	Tax Rate	Net Value	Tax Value
Zero	0.00	163.01	0.00

Invoice Totals Discount Value Tax Value

163.01

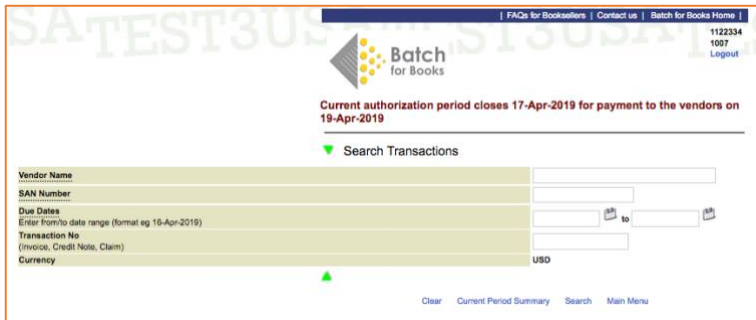
Validate Main Menu Back

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.

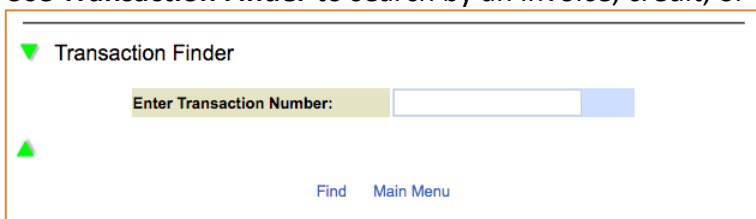
Action	Invoice No.	Date	Type	Status	Date Authorized	Currency	Min	Outstanding
	2020019	20-01-19	Inv	Open	20-01-19	USD	275.54	275.54
	2020019	20-01-19	Inv	Open	20-01-19	USD	15.80	15.80
	2020019	20-01-19	Inv	Open	20-01-19	USD	345.48	345.48
	2020019	20-01-19	Inv	Open	20-01-19	USD	27.86	27.86
	2020019	20-01-19	Inv	Open	20-01-19	USD	281.47	281.47
	2020019	20-01-19	Inv	Open	20-01-19	USD	120.25	120.25
	2020019	20-01-19	Inv	Open	20-01-19	USD	180.25	180.25
	2020019	20-01-19	Inv	Open	20-01-19	USD	401.59	401.59
	2020019	20-01-19	Inv	Open	20-01-19	USD	186.25	186.25
	2020019	20-01-19	Inv	Open	20-01-19	USD	75.15	75.15
	2020019	20-01-19	Inv	Open	20-01-19	USD	388.95	388.95
	2020019	20-01-19	Inv	Open	20-01-19	USD	182.21	182.21
	2020019	20-01-19	Inv	Open	20-01-19	USD	37.92	37.92
	2020019	20-01-19	Inv	Open	20-01-19	USD	18.85	18.85
	2020019	20-01-19	Inv	Open	20-01-19	USD	37.92	37.92
	2020019	20-01-19	Inv	Open	20-01-19	USD	18.85	18.85
	2020019	20-01-19	Inv	Open	20-01-19	USD	28.10	28.10
	2020019	20-01-19	Inv	Open	20-01-19	USD	37.85	37.85
	2020019	20-01-19	Inv	Open	20-01-19	USD	287.20	287.20
	2020019	20-01-19	Inv	Open	20-01-19	USD	485.25	485.25
	2020019	20-01-19	Inv	Open	20-01-19	USD	167.07	167.07
	2020019	20-01-19	Inv	Open	20-01-19	USD	2,186.25	2,186.25
	2020019	20-01-19	Inv	Open	20-01-19	USD	477.10	477.10

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.

Bookstore Balances

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

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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

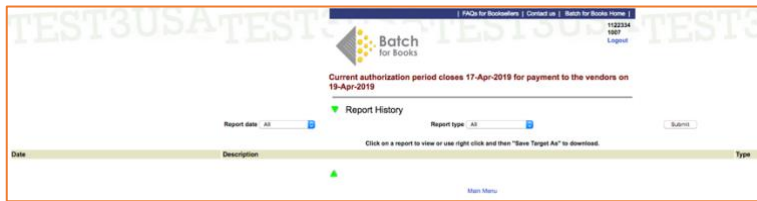
Outstanding Balances by Due Date						
Due Ending	Open		Verified		Authorized	
	Qty	Value	Qty	Value	Qty	Value
17-May-2019	4	346.83	0	0.00	0	0.00
10-May-2019	9	2,560.57	0	0.00	0	0.00
26-Apr-2019	39	9,358.85	0	0.00	3	328.02
12-Apr-2019	4	326.02	0	0.00	0	0.00
08-Feb-2019	17	3,995.61	0	0.00	0	0.00
31-Jan-2019	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

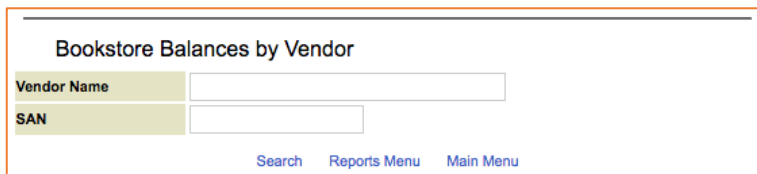
Report History


– 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.





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

▼ Auto-Unauthorized List

Date: 11-APR-19

 **Currency : USD**

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	✘
	Aries Distribution	118.86	71780018	12-Jan-19	✘

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.

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