Batch for Books User Guide

Last updated 12/15/2022

Welcome to Batch for Books!

Batch for Books is a business tool designed for independent bookstores to electronically store and organize invoices, reduce paperwork and time-consuming administrative tasks, and prepare publisher payments. The system allows organizations of all sizes to enjoy the money-saving advantages of trading electronically.

How does Batch work?

When a store signs up for Batch, publishers will begin to electronically transmit invoices and credits via EDI to a bookstore's Batch web portal where booksellers can view, manage, search, and pay invoices. The invoices are transmitted within 24-hours of them being raised by the publisher, which means they will appear on Batch before the shipment arrives at your store.

Benefits of Batch

- Less paperwork to deal with.

- Easier to find the information your looking for.

- No waiting for invoices to arrive.

- No lost or mis-placed or never-arrived invoices to worry about.

- No data entry.

- Less time resolving issues with the publishers.

- Less time preparing payments to the publishers.

Batch User Guide Notes

This user guide is a comprehensive guide on all aspects of using Batch. If you need more information or have questions, please don't hesitate to contact us at nathan.halter@batchforbooks.com or support@batchforbooks.com.

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Setting Up Your Batch Account

Here are the steps you'll need to take to set up your account to access your Batch web portal.

1. **Batch e-mails registration link:** You will receive an email with the subject, '*Connect to your BatchOne account*'. Click on the link within that email to begin the set-up process.

2. **Set-up your account:** Users will fill out brief form to create user account.

3. **Verify e-mail:** Batch will send a verification email to the email address used to set up the account. Users will need to verify within 60 minutes by clicking on the link in the email.

4. **Create Password:** Upon verifying your email address, users will be asked to create a password for their account.

5. **Add your Site:** After creating a password, users will be prompted to add their store to their Batch account.

6. **Batch Confirmation:** Upon submission of the Add a Site form, Batch will be notified you'd like to add a store to your Batch account. After we confirm, you'll have full access to your Batch Payments web portal.

Logging into your Batch Portal

1. **Go to https://www.batchforbooks.com/batchone** (We recommend you bookmark this page)

2. **Enter your user ID and password and click Log In**

3. **Launch Batch Payments:** You'll be taken to the Batch launch screen. Click on the Payments button to access your Batch web portal.

See our screen-by-screen guide to setting up your Batch account if you're having trouble.

Key Batch Terminology

As you get started with Batch and our learning materials, you'll encounter familiar words that have a very Batch-specific meanings. Below is a list of some of those words. Please keep them in mind as you start using Batch.

Word	Batch Meaning
Remittance	The remittance or remittance date refers to the date Batch transfers your payment and invoices and credits covered by that payment to the publisher. Batch sends a remittance to the publishers every Friday morning and also on the last business day of the month.
Clearance	The clearance is a process Batch runs in order to identify and prepare the invoices and payments that will be remitted to the publishers. The clearance date refers to when Batch runs the clearance. Batch runs a clearance prior to each remittance and the clearance acts as a *de facto* payment cutoff for the remittance.
Current	When we refer to current invoices, we are referring to invoices that are outstanding and due before the end of the current month. *Current = Due Now.*
Future	When we refer to future invoices, we are referring to invoices that are outstanding and due after the end of the current month. *Future = Due Later.*
Status	The status of an invoice is set by the user or Batch and determines what will happen to a transaction or what has happened to a transaction. See [Status Definitions](#) to learn more.
Outstanding	When we say an invoice is outstanding, we are referring to any invoice that has not yet been cleared and remitted to the publisher. For Batch purposes, it's important to note that Outstanding is NOT equivalent to Open.
Move Forward	When we talk about moving an invoice forward, we are referring to an action users can take to move an invoice that is due in the future and make it current so the invoice can be paid immediately.

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Navigating Batch

Batch Header and Menu Bar

At the top of every page, users will find the Batch Header and Menu Bar and this is the primary way you'll navigate around Batch.
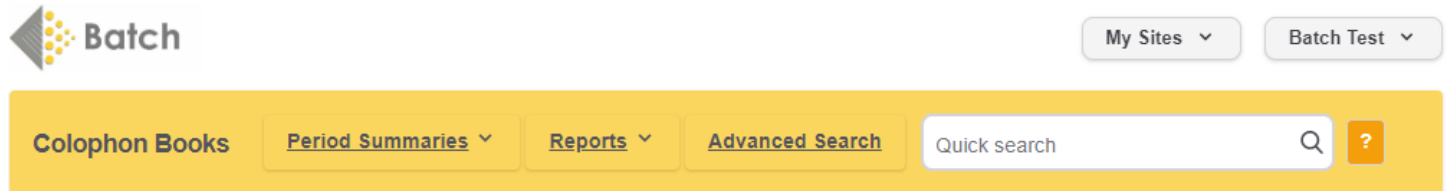
The components of the header and menu bar include:

- **Batch Logo** – clicking on the Batch logo will return the user to the launch screen.

- **My Sites –** click on the My Sites drop down to switch between Batch accounts (applicable for multistore companies and stores with multiple bill-to accounts)

- **User Account [*Batch Test*] –** edit profile, password, or sign out of Batch with the user account dropdown

- **Bookstore Name [Colophon Books]** – clicking on your store name will return the user to their home screen

- **Period Summaries** – period summaries drop down provides quick links to Batch Summary Screens: Current Period Summary, Future Period Summary, Future by Week Period Summary, and Past Remittances.

- **Reports** – quick links to Vendor and Bookstore status reports and common excel downloads.

- **Advanced Search** –search for invoices and groups of invoices based on custom criteria set by the user.

- **Quick Search Bar** – search for specific invoices based on ISBN, invoice number, document number, customer reference number, etc.

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Batch Organization

There are three primary ways that Batch organizes and presents information to users with each way providing a different type of information:

- **Summary Screens –** provide summaries of outstanding invoices organized by publisher and/or due date.

- **Transactions Screens –**displays lists of invoices and credits.

- **Invoice Screens –**displays the line-item detail for a specific invoice or credit note.

Summary Screens

A summary screen provides an overview of your outstanding invoices based on due date and publisher. There are three different summary screens, all accessible by the Period Summaries dropdown menu: *Current Summary*, *Future Summary*, and *Future-by-Week summary*.

The Current Summary is the most important of these summary screens. It displays what is due now to each of the publishers and is where you'll locate your payment amount to Batch after you've authorized the invoices you want to pay.

Current vs. Future vs. Future by Week Summary

Current Summary	Future Summary	Future by Week Summary
✓ Shows outstanding invoices due **by the end of the current month**.	✓ Shows outstanding invoices due **after the end of the current month**.	✓ Shows outstanding invoices due **after the end of the current month**.
✓ Organized by publisher.	✓ Organized by publisher.	✓ Organized by due date.
✓ Accessible through Period Summaries dropdown in Batch Menu Bar.	✓ Accessible through Period Summaries dropdown in Batch Menu Bar.	✓ Accessible through Period Summaries dropdown in Batch Menu Bar.
✓ Users use the Current Period Summary screen to locate their payment amount to Batch.	✓ No remittance amount column.	✓ No remittance amount column.
✓ The Batch Home Screen is the Current Period Summary.		

Transaction Screens

Transaction Screens show a list of your invoices and credits. There are two ways for a store to access the transaction screen:

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1) ***Access through Summary Screens*** - Bookstores can access transaction screens through the summary screens by clicking on the blue links in the summary table.

2) ***Access through Advanced Search or Quick Search*** - Users can also set their own search criteria and use the Advanced Search or Quick Search bar to see a custom list of invoices and credits.

Invoice Screen

Invoice Screens show the line-item detail of an invoice or credit and can be accessed through clicking on an invoice or credit number link on a transaction screen.

Reading the Summary Screen

Current Period Summary ①   ② Next remittance **9th Dec 2022**. Funds to be received by **7th Dec 2022** at 5:00 pm eastern

INVOICES DUE BY 31-DEC-2022

VENDOR	OPEN	VERIFIED	AUTHORIZED	OUTSTANDING AMOUNT ③	AUTHORIZE	AUTHORIZED VALUE	REMITTANCE AMOUNT
HarperCollins Publishers	0	0	55	4,489.94	A	4,489.94	4,489.94
Macmillan Publishing Services	149	4	7	33,152.11	A ④	1,922.38	1,922.38
Penguin Random House	233 ⑥	3	0	35,146.47	A	0.00	0.00
TOTALS	382	7	62	72,788.52	A	REMITTANCE TOTAL USD:	⑤ 6,412.32

1) ***Summary Title –*** shows what summary screen a user is on and what invoices (by due date) are included in the summary table.

2) ***Remittance / Payment Info Bar –*** The *Remittance Date* is the next date we transmit payments to the publisher. Batch needs to receive payment by the *Funds to be received by date* in order to remit on that date.

3) ***Outstanding Amount Column –*** the Outstanding amount is the total of Open, Verified, and Authorized invoices.

4) ***Authorize All button –*** clicking the blue authorize all button will update the status of any Open and Verified invoices to Authorized (invoices already Authorized remain Authorized).

5) ***Remittance Amount column –***The value in this column is the amount Batch will remit to the publishers upon receiving your payment. Shows remittance amount by publisher and also a grand total. *The remittance amount only appears on the current period summary.*

6) ***Links –*** any value in blue is a clickable link that will take you to a transaction screen to view a list of the invoices and credits.

Reading the Transaction Screen

1) **Onscreen Filter** – users can change the results shown on the transaction screen by updating the criteria in the onscreen filter.

2) **Transaction Screen Criteria** – shows the criteria used to generate the list of transactions being displayed.

3) **Download** – click to download all the transactions into an Excel spreadsheet.

4) **Status Radio Buttons** – users can update the status of an invoice or credit using the status radio buttons on the left-hand side of the screen. **For more information on the different status types**.

5) **Update Status** – click the Update Status button to change the status of an invoice.

6) **Sortable Columns** – users can click on a column header to sort by that column. Click the column header a second time to sort in reverse order.

7) **Set All** – users can use the radio buttons in the top row to set all the transactions on the page to the same status.

8) **Invoice/Credit links** – users can click on the blue invoice links to go to visit the invoice screen for a specific invoice or credit and see line-item detail for that invoice or credit.

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Reading the Invoice Screen

The invoice screen shows the line-item detail and is able to be downloaded into an Excel file. The download feature is useful in those circumstances when a shipment arrives without a packing list.

Invoice 74215060

C

Colophon Books
123 Main St, Post Mills, Vermont, 05058, USA
info@colop.com
SAN: 8035776

HarperCollins Publishers
53 Glenmaura National Blvd, Suite 300, Moosic, Pennsylvania, PA 18507, USA
info@integ.com
SAN: 2002086

[Download]

INVOICE	ORDER NO	CURRENCY	INVOICE DATE	DUE DATE	DELIVERY NOTE NO
74215060	20021666	USD	19-APR-2022	18-JUL-2022	

LINE ↓	ISBN ↓	TITLE ↓	COMMENT	ORDER NO	CUST REF	SELLING PRICE	UNIT COST	QTY	DISCOUNT %	NET VALUE
1	9780063070875	MEMORY LIBRARIAN		20021666		28.99	15.07	3	48.00	45.22

← ↑

QUANTITY	DISCOUNT VALUE	TOTAL RETAIL VALUE	TOTAL NET VALUE
3	0.00	86.97	45.22

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Batch Home Screen

Upon signing into your Batch web portal, the first thing you'll see is a summary of your outstanding invoices due this month. This information front and center because it immediately answers the most relevant question Batch users have: *What do I owe my publishers this month?*

There are two components to the Batch Home Screen: the **Current Period Summary** and the **Balance Summary.**

Current Period Summary

The Current Period Summary organizes your information by publisher and Batch status (*Open, Verified, Authorized*). The numbers and values in the Current Period Summary tables are only for those invoices that are current and due by the end of the current month.

Current Period Summary
INVOICES DUE BY 31-DEC-2022

Next remittance **9th Dec 2022**. Funds to be received by **7th Dec 2022** at 5:00 pm eastern

VENDOR	OPEN	VERIFIED	AUTHORIZED	OUTSTANDING AMOUNT	AUTHORIZE	AUTHORIZED VALUE	REMITTANCE AMOUNT
HarperCollins Publishers	55	0	0	4,489.94	A	0.00	0.00
Macmillan Publishing Services	149	4	7	33,152.11	A	1,922.38	1,922.38
Penguin Random House	233	3	0	35,146.47	A	0.00	0.00
TOTALS	437	7	7	72,788.52	A	REMITTANCE TOTAL USD:	1,922.38

Other items on the Batch Home Screen:

1) **Summary title and date** – shows the invoice due dates being included in the table.

2) **Remittance bar** – shows the next remittance date and the payment cutoff date (3).

3) **Remittance Amount Column** – shows the amount that will be remitted to each publisher as well as the total amount to be remitted.

4) **Authorize All** – Clicking the Authorize All button will update the status of all Open and Verified invoices to Authorized.

5) **Links to list of invoices and credits** – all the blue, underlined numbers in the summary table are links that will open up a transaction screen displaying a list of the invoices and credits corresponding to the number in the table you clicked on.

Balance Summary

The other component of the Batch home screen is the balance summary. The information displayed in the balance summary is important because it displays information about your current payment to Batch: how much you owe and whether we've received it or not.

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Let's look at the different components of the Balance Summary table, going from left to right:

Balance Summary for USD					
B/FWD	AUTHORIZED	AMOUNT PAID TO BATCH FOR BOOKS	DIFFERENCE	ADJUSTMENT	FUNDS STILL OWED
0.00	26,138.60	0.00	26,138.60	0.00	26,138.60
1	2	3	4	5	6

B/FWD (1)

The B/FWD indicates if a store is bringing forward funds from a previous remittance. This might occur if a store previously sent in a payment that was greater than the authorized amount. Batch would only remit the authorized amount to the publishers and carry forward the rest of the funds.

B/FWD
CR   69.51

When B/FWD field has a green background and the amount is preceded by 'CR', that means the store has brought forward that amount from the previous remittance and can use those funds towards the current remittance.

AUTHORIZED (2)

The amount in the authorized field will match the remittance total amount from the current period summary table. This is the total amount Batch will remit to the publishers.

AUTHORIZED
3,334.80

AMOUNT PAID TO BATCH FOR BOOKS (3)

When Batch receives a payment from a store, we post it to your account and that is displayed in the Amount Paid to Batch for Books field. If the Amount Paid to Batch field is 0.00, that means that we have not yet received and/or posted your payment.

DIFFERENCE (4)

The Difference field is the difference between the amount in the Authorized field and the amount in the Amount Paid to Batch for Books field.

ADJUSTMENT (5)

If Batch needs to enter an adjustment to your account, that amount will be entered in the Adjustment field. The most common adjustment users will see in this field are for bank fees covered by Batch.

FUNDS STILL OWED / CURRENT BALANCE (6)

The far-right column in the Balance Summary table is the most important field in the table and the column header is dynamic and will show one of two different headers: **CURRENT BALANCE** or **FUNDS STILL OWED**

This field is important because it indicates whether or not Batch will send your payment and invoices to the publishers at the upcoming remittance. Additionally, it shows your payment amount to Batch taking into consideration any payments received, adjustments, and balances from previous remittances.

CURRENT BALANCE

Balance Summary for USD

B/FWD	AUTHORIZED	AMOUNT PAID TO BATCH FOR BOOKS	DIFFERENCE	ADJUSTMENT	CURRENT BALANCE
CR 69.51	3,334.80	3,334.80	0.00	0.00	CR 69.51

When the column header reads Current Balance, has a pale green background, and has a number preceded by 'CR', that means that Batch has more than the authorized amount on hand. We will remit the authorized amount to the publishers and the amount in the Current Balance field will carry forward to be used at your next remittance.

If the value of the Current Balance column is 0.00, that means Batch has exactly enough funds on hand and will remit your authorized invoices and payment to the publishers.

FUNDS STILL OWED

Balance Summary for USD

B/FWD	AUTHORIZED	AMOUNT PAID TO BATCH FOR BOOKS	DIFFERENCE	ADJUSTMENT	FUNDS STILL OWED
0.00	9,849.93	0.00	9,849.93	0.00	9,849.93

A pale pink background and a column header of Funds Still Owed indicates Batch does not have enough funds to remit your authorized invoices. If this is the case when we run our clearance, the authorized invoices will not be transmitted to the publishers until the following remittance.

The value in the Funds Still Owed column is the amount Batch needs in order to remit your invoices/payment to the publishers.

Updating the Status of an Invoice on Batch

One of the most important aspects to understanding how to use Batch is knowing what the different invoice statuses on Batch mean and how to update the status of an invoice. Being able to update the status of an invoice is the first and most important step towards paying that invoice.

This document will go over the different statuses you'll encounter on Batch and how to change the status of an invoice or credit.

Different Status Types on Batch

There are five different status types you'll encounter on Batch.

Open

Open is the status given to all transactions when they are first loaded onto Batch.

Authorized

Authorizing an invoice is how stores indicate they want to pay an invoice or use a credit. Batch will **only** remit invoices that are Authorized. Credits are not automatically applied, so stores must also authorize credits they want to apply.

Verified

Verifying an invoice is a way to confirm receipt of an invoice and is used most often in the receiving process. It is not required for stores to verify an invoice before authorizing it for payment. Go to the Make Batch Part of Your Receiving Process to learn more about when and why stores verify invoices [TK].

Cleared

A status of Cleared means an invoice has been paid through Batch. After Batch remits an invoice to the publisher, we automatically update the status of those invoices to cleared and it will be removed from your list of outstanding invoices.

Not Paid in Batch

Not Paid in Batch indicates a store has paid or has plans to pay an invoice directly to the publisher and not pay it through Batch. Marking an invoice as Not Paid in Batch is akin to marking it as paid and will clear the invoice from your list of outstanding invoices, so please be careful in using this status.

Updating the Status of an Invoice

There are two methods to update the status of an invoice or credit.

1. Changing the status of an invoice/credit on the transaction screen.
2. Authorizing invoices/credits en masse on the summary screen.

Method 1 – Update the Status via radio buttons on the Transaction Screen

1. Go to the transaction screen.
2. Select the radio button that corresponds to the desired status.
3. Click on the green Update Status button at the top or bottom of the page.

Radio Button Statuses:
- A = Authorize
- V=Verify
- N=Not Paid through Batch
- R = Restore to Open an invoice/credit you previously marked Authorized, Verified, or Not Paid through Batch.
- C = No Action. *Marking the 'C' button will maintain the current status of the invoice or credit.*

Method 2 – Authorize Invoices via the Authorize All icon on the Summary Screen

This method can only be used to authorize invoices and cannot be used to update the status of invoices/credits to Verified, Not Paid through Batch, or Open.

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VENDOR	OPEN	VERIFIED	AUTHORIZED	OUTSTANDING AMOUNT	AUTHORIZE	AUTHORIZED VALUE	REMITTANCE AMOUNT
HarperCollins Publishers	84	1	0	4,373.18	A	0.00	0.00
Macmillan Publishing Services	0	0	35	7,333.27	A	7,333.27	7,333.27
Penguin Random House	209	0	0	16,983.45	A	0.00	0.00
TOTALS	293	1	35	28,689.90	A	REMITTANCE TOTAL USD:	7,333.27

Click the blue 'A' icon to update the status of Open and Verified invoices to Authorized. Invoices already authorized will remain authorized.

Making payments through Batch

Making payments through Batch for Books is an easy process that involves three basic steps:

1. Authorize the invoices to pay and credits to apply

2. Locate your payment amount

3. Transfer your payment to Batch for Books

Additionally, this document will go over exactly when Batch sends your payment to the publishers, payment deadlines, payment methods, and criteria.

Step 1 – Authorize Invoices to Pay and Credits to Apply

The first step towards making a payment through Batch is to identify and authorize the invoices you want to pay and credits you want to use. You do so by updating the status of an invoice to Authorized.

More information on how to change the status of an invoice.

Step 2 – Locate your Payment Amount

After you authorize your invoices, the next step is to locate your payment amount, so you know the total you need to send Batch.

Go to the Current Period Summary Screen*. The amount to send to Batch will be sound in the **Funds Still Owed** field in the balance summary.

The Current Period Summary Screen is your Batch home screen. You can return to the Current Period Summary Screen at any point by clicking on your bookstore's name in the yellow menu bar.

Current Period Summary

INVOICES DUE BY 30-NOV-2022

Next remittance **18th Nov 2022**. Funds to be received by **16th Nov 2022** at 5:00 pm eastern

VENDOR	OPEN	VERIFIED	AUTHORIZED	OUTSTANDING AMOUNT	AUTHORIZE	AUTHORIZED VALUE	REMITTANCE AMOUNT
HarperCollins Publishers	0	0	97	5,238.99	A	5,238.99	5,238.99
Macmillan Publishing Services	0	0	81	20,680.55	A	20,680.55	20,680.55
Penguin Random House	381	0	0	19,306.75	A	0.00	0.00
TOTALS	381	0	178	45,226.29	A	REMITTANCE TOTAL USD:	25,919.54

Balance Summary for USD

B/FWD	AUTHORIZED	AMOUNT PAID TO BATCH FOR BOOKS	DIFFERENCE	ADJUSTMENT	FUNDS STILL OWED
0.00	25,919.54	0.00	25,919.54	0.00	25,919.54

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Link to Understanding Period Summary Screen and Balance Summary Screen

Step 3 – Transfer your payment to Batch

After authorizing invoices and locating your payment amount, the final step is to transfer funds to Batch using the account information below.

Important! **Stores must initiate the transfer of funds from their bank account to Batch's bank account as Batch is does not debit funds from your account.**

Transfer funds to:

Bank Name: Wells Fargo
Account Name: Batch for Books Inc.
Account Number: 4969799527
Routing Number: 121000248

When transferring funds, please include store name or SAN # in the memo or instructions field so that we can more easily post the payment to your account.

Types of accepted bank transfers

Most stores transfer funds via Electronic Bank Transfer (ACH) but you can also send funds via wire transfer.

Electronic bank transfer (ACH)
- Payment limit: $40,000
- Lag Time: ACH payments typically take 2-3 business days to be deposited in Batch's bank account.
- Fees: Bank dependent, but usually no fees associated with electronic bank transfers.

Wire transfer
- Payment limit: No limit
- Lag Time: Wire transfer are deposited
- immediately into Batch's bank account
- Fees: Bank dependent, but usually $20-$30 per wire transfer (*Batch will cover one bank fee per month for the first six months*)

Other Payment Notes

- For payments above $40,000, Batch requests that stores send a payment via wire transfer. Batch can be flexible with this, so please reach out to nathan.halter@batchforbooks.com to discuss this limit.

- If your bank charges a fee to transfer funds, Batch can cover one bank fee per month for at least the first six months you use Batch. Contact Batch to find out how to get credit for this fee.

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- Batch cannot accept paper checks or credit/debit cards.

Trouble transferring funds?

Some stores have experienced difficulties in making payments to Batch through their bank. In particular, many smaller banks and credit unions make it difficult to transfer funds via ACH. For those stores, we recommend they use Melio Payments (meliopayments.com).

- Melio charges no fee to transfer funds via ACH.
- Melio is easy to set up and use.
- Melio can be integrated with QuickBooks Online (*Note: it's not necessary to have QBO to use Melio*)

Remittance Schedule & Payment Deadlines

After Batch receives your payment, we transfer your invoices and funds to the publishers on set remittance dates. It's important to know each remittance date has a payment cutoff. Payments received after the cutoff won't be sent until the following remittance.

Remittance Schedule

Batch will send payments along with the accompanying invoice info to publishers every Friday morning and also on the last business day of the month. Publishers post payments to your account the day they receive them.

Payment Deadlines

Prior to each remittance, Batch runs a background process called a clearance which identifies stores who have both authorized invoices and submitted payment. This clearance is the *de facto* payment deadline. Payments arriving after the clearance has been run will not be sent to the publishers until the following remittance.

Clearances are run every Wednesday at 6 pm eastern for remittance on Friday morning and at 6 pm eastern two days prior to the last business day of the month. Below are the criteria that must be met at the time of the clearance:

Criteria for Remittance	If the criteria are unmet
The invoice or credit is authorized.	If an invoice or credit is not authorized, it will not be remitted.

The invoice or credit is current. (For Batch purposes, Current = Due by the end of the current month)	If an invoice is not current, it will not be remitted even if it is authorized. In order to remit an invoice due in the future, a store must authorize it and bring it forward.
The authorized amount for the vendor is greater than $0.00.	If a store has authorized more credits than invoices resulting in an authorized amount equal to or less than $0.00, Batch will not remit any invoices to that vendor. A red flag will indicate when a store is in a credit balance for a vendor.
Batch has received payment from the store to cover ALL authorized invoices that are current.	If Batch has not received payment when we run the clearance to pay ALL authorized invoices that are current, Batch will remit nothing at all.

Searching for Invoices on Batch

There are two ways to conduct searches on Batch: Quick Search and Advanced Search. Below are details on each type of search and when to use them.

Quick Search

Colophon Books   Period Summaries ˅   Reports ˅   Advanced Search   Quick search   🔍
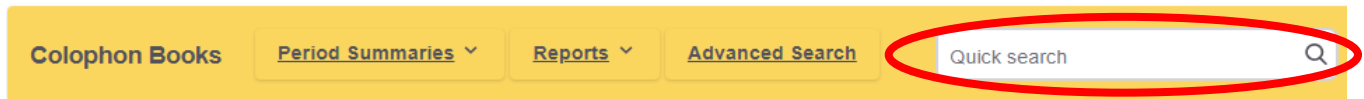
- Quick Search is located on the menu bar at the top of every Batch screen.

- To use, enter the search parameter and press enter or click on the magnifying glass icon in the search bar.

- **Ideal for finding an individual invoice or credit.**

- Stores can search by invoice #, credit #, ISBN, document #, reference #, claim #, etc.

- Quick Search will only return invoices/credits from the last three years.

- Quick Search results are displayed on a transaction screen.

- Adding a plus sign (+) before an ISBN search will result in the quantity order of that ISBN being included in the search results.

Advanced Search

- Advanced Search is accessible from the menu bar.

- **Ideal for finding groups of invoices based on custom criteria.**

- To use, go to advanced search, set your criteria, and search.

- Available criteria are Vendor, Status, Transaction Type, Location (if applicable), Status, Transaction Date, Due Date, and individual Search Parameters (figure 1 below).

  o Search Parameters are similar to Quick Search and allows users to search for individual invoices and credits based on ISBN, Invoice #, Credits #, or any other reference # provided by publisher.

  o Results are returned on a transaction screen, and the criteria used are located right above the list of transactions (figure 2 below).

Figure 1 – Advanced Search screen

Figure 2 – results criteria on the transaction screen

Making Claims

Batch users can make claims for damages and short shipments through their Batch web portal. The advantages of using Batch to make claims are:

1. Batch creates a record of your claim which makes it easy to track.

2. Making a claim through Batch is considerably faster than having to call or email the publisher.

Claims Process

1. Find the invoice you're looking for and click on the Claim link on the far-right side of the screen.

14-NOV-2022	Inv	97760080	13-JAN-2023	71.68	71.68	Open			USD	①	Claim

2. On the invoice screen, select the Reason for the claim and the Quantity you're making a claim for.

3. After setting the reasons and quantity of the books you're making a claim for, click on the green Validate Entries button.

4. After validating entries, confirm the titles, reasons, and quantities and click the green Create Claim button.

INVOICE NO	ORDER NO	CURRENCY	INVOICE DATE	DUE DATE	EXISTING CLAIMS ON THIS INVOICE
97760080	20032427	USD	14-NOV-2022	13-JAN-2023	None

Create Claim Edit Cancel

#	ISBN	TITLE	ORDER NO	NET VALUE	REASON	UNIT COST	QTY	DISCOUNT VALUE	DISCOUNT %
1	9781250791573	Reckless Girls	20032427	9.71	Supplied item received damaged	17.99	1	0.00	46.00
2	9781645676973	15-Minute Ink Landscapes	20032427	12.95	Shortage - quantity invoiced not supplied in full	23.99	1	0.00	46.00

5. Once you create a claim, Batch automatically generates a claim email to be sent to the publisher. Upon receiving the email, the publisher will go through their normal claim processing procedures and create a credit note which will be transmitted to your Batch web portal as per usual.

Tracking Claims on Batch

After you create a claim, Batch will generate a claim transaction that you can view on Batch.

09-DEC-2022	Claim	97760080	192168	13-JAN-2023	22.66	22.66	Open		Sent to Vendor	USD

1. Transaction type will be Claim which you can filter by using Advanced Search
2. The invoice # which the claim was made against will appear in the invoice # column.
3. A unique claim # will appear.

Notes on Claims

1. Users can only make claims within 30 days of the invoice date. After 30 days, the claim option for an invoice will disappear. This emulates the publishers' policies requiring claims be submitted within 30 days.

2. If there is a problem with a claim submitted through Batch, the publisher will reach out directly to the store.

3. All damaged claims are considered donate or destroy unless the publisher contacts the store and indicates otherwise.

4. Penguin Random House wanted their claims to go through their .biz site so clicking on the claim option for PRH will direct you there.

5. Stores can submit multiple claims against an invoice if necessary.

6. Claims will show up on your list of transactions along with your invoices and credits. There is no need to authorize, verify, or otherwise update the status of your claim. They are connected to the original invoice and will retain the same status of the invoice through clearance.

Moving Invoices Forward

Batch will only remit invoices when they are current* and authorized. However, there may be times when a store would like to pay an invoice due in the future and before it's considered current. To pay an invoice before it's considered current, a store must move that invoice forward to the current period.

For Batch purposes, Current means having a due date before the end of the current month.

Moving forward one invoice

1. Find the invoice you're looking for and click through to the invoice screen.
2. Click on one of the two orange icons and the invoice will be brought to the current period.

Invoice 9791374X

🔴**1** 🕐 Bring this invoice forward to the current period

Colophon Books
123 Main St, Post Mills, Vermont, 05058, USA
info@colop.com

SAN: 8035776

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

SAN: 6315011

Download

INVOICE	ORDER NO	CURRENCY	INVOICE DATE	DUE DATE			DELIVERY NOTE NO
9791374X	20037032	USD	15-NOV-2022	14-JAN-2023	🔴**2**	🕐	

LINE ↓	ISBN ↓	TITLE ↓	COMMENT	ORDER NO	CUST REF	SELLING PRICE	UNIT COST	QTY	DISCOUNT %	NET VALUE
1	9781250186478	Desolation Called Peace		20037032		18.99	9.31	1	51.00	9.31

Moving forward multiple invoices

There may be occasions where you want to move forward a number of invoices. You can move each invoice forward individually using the method above or you can do the following:

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 Period Summary

Next remittance **16th Dec 2022**. Funds to be received by **14th Dec 2022** at 5:00 pm eastern

INVOICES DUE AFTER 31ST DEC 2022

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

VENDOR	OPEN		VERIFIED	AUTHORIZED		OUTSTANDING AMOUNT	AUTHORIZE	AUTHORIZED AMOUNT
Macmillan Publishing Services	🕐	9		➡️ 🕐	5	3,843.15	Ⓐ	2,053.10
TOTALS	🕐	9	0	🕐	5	3,843.15	Ⓐ	2,053.10

Updated 12/15/2022

How to tell if an invoice has been brought forward

There are three ways to tell if an invoice has been brought forward and is now current.

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

○	○	○	○	○	← Set all transactions on this page to the same status					
	○	○	○	○	15-NOV-2022	Inv	9791374X	14-JAN-2023	C	166.95	166.95 Open
	○	○	○	○	27-OCT-2022	Inv	97173223	26-DEC-2022	C	158.4	
								12-DEC-			

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

3. You see a C in a blue box in the upper right corner on the invoice screen.

Invoice 9791374X

C

Colophon Books
123 Main St, Post Mills, Vermont, 05058, USA
info@colop.com

SAN: 8035776

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

SAN: 6315011

Download

INVOICE	ORDER NO	CURRENCY	INVOICE DATE	DUE DATE	DELIVERY NOTE NO
9791374X	20037032	USD	15-NOV-2022	14-JAN-2023	

One important note before moving invoices forward

Moving invoices forward can't be reversed. Once an invoice has been moved forward, it will be considered current from that point forward.

Batch Reports

There are multiple reports users can access on Batch, all of which can be found under the reports drop down in the menu bar.

| Colophon Books | Period Summaries ⌄ | Reports ^ | Advanced Search |

Status Reports
Past Payment Status
Bookstore Status
Vendor Status

CSV Downloads
Current Period Transactions Statement
All Outstanding Transactions Statement
Transactions Issued Last 7 Days
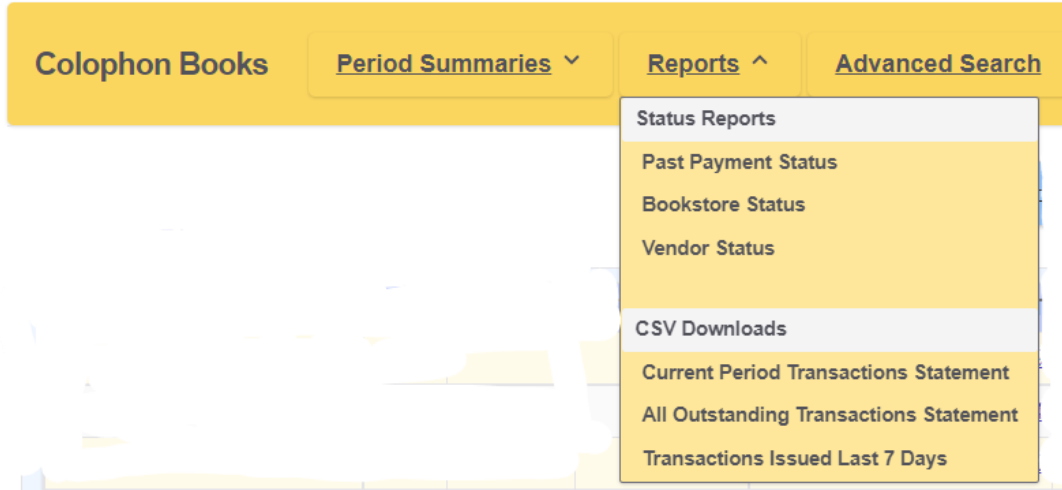
Status Reports

Status reports provide onscreen information about your Batch account.

Past Payment Status

As the name implies, the Past Payment Status provides information about the periods where Batch received and remitted payment to your vendors broken down by vendor. Users can change the report period by clicking on the report period date which will show a list of all your previous payment periods.

In addition to the payment allocation information, Batch also includes a balance summary table for that week which shows the total amount paid, your payment amount to Batch, and whether or not you carried funds forward to the next payment (Current Balance) or were carrying funds forward from a previous remittance (B/fwd).

Payment Status Report for Period Ending 01-JUL-2022   Report Period [01-JUL-2022]   **Submit**

🇺🇸 **USD Payment Status**

COMPANY NAME		PAID TRANSACTIONS	PAID VALUE
Macmillan Publishing Services		22	2,571.20
Penguin Random House		26	4,677.53
TOTALS		**48**	**7,248.73**

Balance Summary for USD

B/FWD	PAID TO VENDORS	AMOUNT PAID TO BATCH FOR BOOKS	DIFFERENCE	ADJUSTMENT	CURRENT BALANCE
0.00	7,248.73	7,248.73	0.00	0.00	0.00

Bookstore and Vendor Status Reports

These two reports have identical layouts but with different focuses. The Vendor Status report will break down balances and previous payments by vendor while the Bookstore Status report will show the same information but for all your vendors combined. There are three components to the Bookstore and Vendor Status Reports:

Vendor/Bookstore Status for Current Period

Summarizes current outstanding invoices, credits, and claims organized by status: Open, Verified, and Authorized.

Vendor/Bookstore Status Balances by Due Date

Summaries outstanding invoices by due date (current or future) and organized by status: Open, Verified, and Authorized. Users can click through on the dates to see a list of transactions.

Vendor/Bookstore Account Activity by Period

Summarizes payments made by Batch to the publishers by remittance date and includes number of invoices/credits remitted and the amount remitted.

CSV Downloads

Clicking on one of the CSV download reports will download an Excel file onto your computer. File download location and whether it opens automatically will be based on the set up of your computer. There are three pre-loaded reports available for download:

Current Period Transactions Statement

Download will include information on all current, outstanding invoices and credits.

All Outstanding Transactions Statement

Download will include information on all outstanding invoices and credits regardless of due date.

Transactions Issued Last Seven Days

Download will include information on outstanding invoices and credits loaded onto Batch in the previous seven days.

Advanced Search

Although there are only three pre-loaded reports available to download, please note that users can generate and download custom reports using Advanced Search. Advanced Search is a powerful tool capable of generating almost selection of invoices and credits you can imagine.

More information on Advanced Search.

Integrating with QuickBooks

Batch users can integrate Batch with QuickBooks, which performs the following functions:

- **Data Entry** – Batch will transmit basic invoice and credit information from Batch to QuickBooks so users don't have to manually enter that information.

- **Bill Payments** – Batch can transmit a remittance update to QuickBooks which creates Bill Payments for each of the publishers paid and marks the appropriate invoices as paid and credits as used.

Integration is possible with both the Desktop and Online versions of QuickBooks.

Below is some basic information about integration, but please follow the links for complete information on Batch integration with QuickBooks.

QuickBooks Desktop

- Batch integrates with QuickBooks Desktop using a pirce of software called BatchSync, which requires local installation on computers running QuickBooks.
- Stores will be able to import invoices, credits, and bill payments from Batch into QuickBooks on their own schedule.
- BatchSync will only import outstanding invoices or credits into QuickBooks.
- Before importing remittances, users should set up a bank/credit account in their QuickBooks Chart of Accounts called Batch Payments and import all bill payments under this account.
- BatchSync will not display invoices/credits already in QuickBooks to prevent you from importing duplicate invoices/credits.
- BatchSync is not compatible with QuickBooks for Macs.

[Complete BatchSync Installation and User Guide for QuickBooks Desktop](#)

QuickBooks Online (QBO)

- Unlike BatchSync for QB Desktop, users do not need to download or run any additional software.
- Invoices, credits, and bill payments will automatically be transmitted to QBO without the user needing to do anything.
- Batch will only import outstanding invoice/credit not already in QBO.
- Stores will need to edit their vendor names in QBO to include an ID number, which ensures that the invoice/credit gets transmitted to the correct publisher in QBO.
- All invoices or credits will be categorized under the same class selected by the user during the

set-up process.

- Batch-QBO is not compatible with QBO Simple Start because QBO Simple Start does not allow stores to manage bills.

Complete BatchSync Set-Up Guide for QuickBooks Online

Use Batch in your Receiving Process

There are many different ways in which stores use Batch, and they can vary depending on each individual store's internal workflow and processes. Aside from using Batch for preparing payments, making claims, and data entry, a common use of Batch is for invoice verification in the receiving process.

Verifying invoices in the receiving process

Using Batch to verify invoices is a small, simple step you can implement into your receiving process that could simplify your workflow, reduce paperwork, and ultimately reduce the amount of time spent preparing payments to your vendors.

Ways in which stores add verification to their receiving process

- **Individually during Receiving Process**: Some stores have added a step to their receiving process wherein after a store receives a shipment into their POS system, the next step is to go to their Batch web portal and a) make claims through Batch for any damages and short shipments and b) update the status of the invoice to verified.

- **Bulk Verifications**: Instead of verifying invoices as shipments arrive, some stores elect to verify invoices on Batch in bulk once a week (or whatever schedule the store sets).

These are just two of the ways that stores add verifying invoices to their workflow, but certainly not the only ways. Though it might seem that adding a step could make the process less efficient, there are downstream benefits where that time is made up and the payment process as a whole benefits.

Benefits of using Batch to verify invoices in the receiving process

- **No waiting for paperwork to arrive –** stores often wait days or weeks for paperwork to arrive to reconcile their packing lists, not to mention those invoices that never arrive because they've been lost in transit. Your invoices are already on Batch before the shipment arrives so stores can reconcile packing lists against invoices right away and on-screen

- **Less paperwork –** between packing lists, invoices, and statements, there's a lot of paperwork to be filed, organized, and managed, and lots of time spent comparing one stack of paperwork against another stack of paperwork. By using Batch to verify those packing lists, stores spend significantly less time with less paperwork to manage on these reconciliation procedures.

- **Easy to identify and resolve potential problems** –by verifying invoices during receiving, it makes it easy to see on Batch what invoices are un-verified and might be a potential issue. Additionally, because the information on Batch matches the publishers' A/R systems, resolving issues and discrepancies is time-consuming for both the store and the publisher's credit department.

- **Bridge the gap between receiving and bill paying –** Packing lists and invoices can get lost,

misplaced, misfiled, mangled, etc. between the time the shipment arrives and received until it's ready to be paid. Verifying invoices during receiving bridges the gap between receiving and bookkeeping and reduce and an smooth potential problems before they arise.

Recommended Verification Methods on Batch

- **If you know the invoice #** - when the invoice # is known, a user can look up the invoice using the Quick Search bar on Batch which will bring up the invoice on the transaction screen. At that point, a user selects the radio button in the 'V' column (1) and then hit the Update button (2).

  This method is also good when verifying invoices individually as part of the receiving process.

- **Not sure of the invoice #** - if you're not sure of the invoice #, users have a few different options to find the invoice they're looking for:

  - **Future Period Summary** – Access a list of invoices through the Future Period Summary table which will show the most recent invoices added to Batch.

  - **Search by ISBN** – enter an ISBN in the Quick Search bar and you'll return a list of all invoices where that ISBN appears. You can also search by ISBN using Search Parameters in Advanced Search.

  - **Search by Date Range and/or Vendor** – a store can view a list of recent invoices using Advanced Search. Recommended criteria would be the vendor (1) and a minimum transaction date (2) to bring up a list of the most recent invoices. Once you have your list, a store can find and verify the invoices they're looking for.

  This method is also good when verifying invoices in bulk.

Still need help?

* Check out FAQs for Batch Users on our website (batchforbooks.com)
* Drop a line to support@batchforbooks.com or nathan.halter@batchforbooks.com.

Updated 12/15/2022