

Batch for Books



A Booksellers Association Company



For Bookstores

- Authorize invoices directly on the Batch For Books system.
- Easily view balances for each vendor.
- Claims can be handled within the Batch Payments system.
- Saves time and money.



Current authorization period closes 07-Aug-2019 for payment to the vendors on 09-Aug-2019

▼ Bookstore Balances

Valleyside Books

🇺🇸 Currency : USD

Outstanding Balances for Period Ending 09-Aug-2019						
	Open		Verified		Authorized	
	Qty	Value	Qty	Value	Qty	Value
Claims	2	17.07	0	0.00	3	12.04
Invoices	169	52,379.97	4	1,003.53	11	2,953.85
Balance	171	52,397.04	4	1,003.53	14	2,965.89

Outstanding Balances by Due Date						
Due Ending	Open		Verified		Authorized	
	Qty	Value	Qty	Value	Qty	Value
03-Jan-2020	34	5,999.75	0	0.00	0	0.00
20-Sep-2019	64	21,068.18	0	0.00	0	0.00
13-Sep-2019	45	8,107.90	0	0.00	0	0.00
06-Sep-2019	23	6,590.44	0	0.00	0	0.00
23-Aug-2019	5	236.40	0	0.00	0	0.00
16-Aug-2019	7	1,924.03	0	0.00	14	2,965.89
19-Jul-2019	79	32,968.12	0	0.00	0	0.00
12-Jul-2019	24	3,043.24	0	0.00	0	0.00
05-Jul-2019	5	1,350.40	0	0.00	0	0.00
21-Jun-2019	32	8,331.42	0	0.00	0	0.00
14-Jun-2019	17	4,037.49	2	603.45	0	0.00
07-Jun-2019	1	342.93	0	0.00	0	0.00
31-May-2019	1	163.01	2	400.08	0	0.00

Account Activity by Period			
Period Ending	Bookstore Collections		
	Transaction Qty	Value	
28-Jun-2019		4	1,210.17
21-Jun-2019		17	3,092.72
14-Jun-2019		44	8,967.47
07-Jun-2019		5	1,271.86
31-May-2019		8	1,915.74

Go to Reports to view balances by weekly period

Go to Reports to see Bookstore Payment Status

▼ Bookstore Payment Status

Period Ending 31-MAY-19

Currency : USD

Company Name	Collected Transactions	Collected Value	Paid Transactions	Paid Value
Aries Distribution	4	267.83	4	267.83
COSMOS DISTRIBUTORS	4	1,647.91	4	1,647.91
Totals	8	1,915.74	8	1,915.74


Balance Summary					
B/fwd	Paid to Vendors	Amount paid to BATCH	Difference	Adjustment	C/fwd
-159.38	1,915.74	0.00	1,915.74	0.00	1,756.36

[Reports Menu](#)

- Select weekly Period Ending dates to see the status of the bookstore's account at that point.

See Period Summaries by week

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Current authorization period closes 07-Aug-2019 for payment to the vendors on 09-Aug-2019

▼ 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
16-AUG-19	7	7	1,924.03		0	14	2,965.89	2,965.89
23-AUG-19	5	5	236.40		0	0	0.00	0.00
06-SEP-19	23	23	6,590.44		0	0	0.00	0.00
13-SEP-19	45	45	8,107.90		0	0	0.00	0.00
20-SEP-19	64	64	21,068.18		0	0	0.00	0.00
03-JAN-20	34	34	5,999.75		0	0	0.00	0.00
Totals	178	178	43,926.70		0	14		2,965.89

▲

Main Menu

- Select 'Show Period' to view transactions sorted by Past, Current, Future, or Future by week.

Select a vendor to see more detail

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Current authorization period closes 07-Aug-2019 for payment to the vendors on 09-Aug-2019

▼ Show Transactions For Valleyside Books
Chieftan Distributors Only

Filter transactions by branch: Valleyside Books

Filter transactions by status: Open or Verified

Showing transactions due up to 09-Aug-2019.

Actions

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
Chieftan Distributors																
Authorized by 07-Aug-2019																
Ready For Payment																
					27-Jan-2019	Inv		71780072		21-Jun-2019	Open			USD	36.38	36.38
					27-Jan-2019	Inv		71780071		31-May-2019	Verified			USD	237.07	237.07
					27-Jan-2019	Inv		71780091		31-May-2019	Verified			USD	163.01	163.01
					18-Jan-2019	Inv		71780026		14-Jun-2019	Verified			USD	260.52	260.52
					18-Jan-2019	Inv		71780025		14-Jun-2019	Open			USD	237.07	237.07
					18-Jan-2019	Inv		71780063		14-Jun-2019	Verified			USD	342.93	342.93
					18-Jan-2019	Inv		71580028		14-Jun-2019	Open			USD	343.66	343.66
					18-Jan-2019	Inv		71780027		14-Jun-2019	Open			USD	342.93	342.93
					14-Jan-2019	Inv		71780052		14-Jun-2019	Open			USD	343.66	343.66
					14-Jan-2019	Inv		71780054		31-May-2019	Open			USD	163.01	163.01
					14-Jan-2019	Inv		71780056		14-Jun-2019	Open			USD	64.96	64.96
					09-Jan-2019	Inv		71780075		07-Jun-2019	Open			USD	342.93	342.93

Set All

R A V N C

Actions Key

N = Restore to Open
A = Authorize
V = Verify
N = Not Paying

Grand Totals For All Vendors for period ending 09-Aug-2019

Open Transactions	50,236.61	50,236.61
Verified Transactions	1,003.53	1,003.53
Authorized by 07-Aug-2019	0.00	0.00
Ready For Payment		0.00

New Search Update Current Period Summary Future Period Summary Future by Week Summary Main Menu

- Filter transactions by Status.

Click on an invoice to see more detail

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Current authorization period closes 07-Aug-2019 for payment to the vendors on 09-Aug-2019

▼ Invoice Details

Valleyside Books
22 West Street

Santa Fe
New Mexico
23456031
USA
Tel. 03033567811
Fax.
Email eileen.kelly@batch.co.uk
SAN 1122334

Chieftan Distributors
777 Princetown
Chicago
Illinois
657832
USA
Tel.
Fax.
Email eileen.kelly@batch.co.uk

SAN 0543958

Invoice	Order No	Currency	Invoice Date	Due Date	Tax Number
71780071	FAMPS18GA	USD	27-Jan-2019	31-May-2019	

Line	ISBN	Title	Comment	Order No. Cust Ref	Selling Price	Unit Cost	Qty	Discount Value	Discount %	Net Value	Tax Code
1	9781250130945	Wife Between Us			16.99	11.04	1		35.00	11.04	Zero
2	9781250144850	Sometimes I Lie			16.99	11.04	1		35.00	11.04	Zero
3	9781250167309	Ghost			17.99	11.69	1		35.00	11.69	Zero
4	9781250191250	Vanity Fair Diaries			20.00	13.00	3		35.00	39.00	Zero
5	9781250295620	Gold Dust Woman			18.99	12.34	3		35.00	37.02	Zero
6	9781545801451	Art Baltazar Gilbert #1			9.99	6.49	3		35.00	19.47	Zero
7	9781632869562	Berger,Warren Book of Beautiful Questions			28.00	18.20	1		35.00	18.20	Zero
8	9781770463383	Fabien Vehlmann Beautiful Darkness			17.95	11.67	1		35.00	11.66	Zero
9	9781250297143	Oathbringer			23.99	15.59	5		35.00	77.95	Zero

Quantity	Discount Value	Tax Value	Value
19			237.07

Make claims online

Enter Claim

Valleyside Books
22 West Street

Santa Fe
New Mexico
23456031
USA
Tel. 03033567811
Fax.
Email eileen.kelly@batch.co.uk
SAN 1122334

Aries Distribution
55 Broadway
Memphis
Tennessee
678340
USA
Tel.
Fax.
Email eileen.kelly@batch.co.uk

SAN 0543965

Invoice No	Order No. Cust Ref	Currency	Invoice Date	Due Date	Tax Code
0857073299	425737	USD	22-Jul-2019	20-Oct-2019	

If you need to reorder items, please contact the vendor's customer services department directly.

Set all lines to the same reason:

Invoice Details						Claim Values (Only applied if a reason is selected)			
Product Code (ISBN)	Title	Order No. Cust Ref	Tax Code	Net Value	Reason	Unit Cost	Qty	Disc. %	Discount Value
9780062657770	I GOT NEXT	425737	Zero	19.43	Promotion or event stock, or pre-authorized by vendor	17.99	2	54.00	
9780062859754	CORE 4	425737	Zero	30.23	Promotion or event stock, or pre-authorized by vendor	27.99	2	54.00	
9780062917485	TOO CLOSE PB	425737	Zero	18.35	Supplied item received damaged	16.99	2	54.00	
9780062909220	150 BEST TINY SPACE IDEAS	425737	Zero	32.39	Supplied item has a manufacturing defect	29.99	2	54.00	
9780062853059	SEMICOLON	425737	Zero	21.59	Item supplied and invoiced not ordered	19.99	2	54.00	
					Item recalled by vendor				
					Shortage - quantity invoiced not supplied in full				
					Order canceled by customer				
					Incorrect discount given				
					Incorrect price on invoice				

Tax Code	Tax Rate	Net Value	Tax Value
Zero	0.00	121.99	0.00

Invoice Totals	Discount Value	Tax Value	Value
			121.99

- Select claims reasons from the drop-down menu.

Confirm the claim

Select confirm to lodge Claim or hit back to modify details.

Valleyside Books
22 West Street

Santa Fe
New Mexico
23456031
USA
Tel. 03033567811
Fax.
Email eileen.kelly@batch.co.uk
SAN 1122334

Aries Distribution
55 Broadway
Memphis
Tennessee
678340
USA
Tel.
Fax.
Email eileen.kelly@batch.co.uk
SAN 0543965

Invoice No	Order No. Cust Ref	Currency	Invoice Date	Due Date
0857073299	425737	USD	22-Jul-2019	20-Oct-2019

Product Code (ISBN)	Title	Order No. Cust Ref	Reason	Unit Cost	Qty	Disc. %	Discount Value	Tax Code	Net Value
9780062657770	I GOT NEXT	425737	Promotion or event stock, or pre-authorized by vendor	17.99	2	54.00		Zero	16.55

Tax Code	Tax Rate	Net Value	Tax Value
Zero	0.00	16.55	0.00
Unknown Code	0.00	0.00	0.00

Invoice Totals	Discount Value	Tax Value	Value
	19.43	0.00	16.55

[Confirm](#) [Main Menu](#) [Back](#)

- Select Validate then Confirm to send the claim to the vendor.
- Click on Back to cancel or change the reason.

Transaction and Invoice Finder

The screenshot shows the top navigation bar of the Batch for Books website. It includes links for 'FAQs for Booksellers', 'Contact us', and 'Batch for Books Home'. The user's ID '1122334 1007' and a 'Logout' link are visible in the top right. The Batch for Books logo is on the left. A red banner message states: 'Current authorization period closes 07-Aug-2019 for payment to the vendors on 09-Aug-2019'. Below this is a 'Searches' section with a vertical separator line. On the left side of the separator are links for 'Transaction Finder' and 'Main Menu'. On the right side is a link for 'Invoice Finder'. At the bottom, a footer contains the text: 'Batch is a Booksellers Association Enterprise. All Rights Reserved. Version 1.7.0'.

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Current authorization period closes 07-Aug-2019 for payment to the vendors on 09-Aug-2019

Searches

- [Transaction Finder](#)
- [Main Menu](#)

- [Invoice Finder](#)

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- Go to the Search menu to search for invoices, credits, and claims.



Batch

▶ Returns



- **Batch Returns** allows booksellers to submit online return requests to vendors and receive authorization within hours.
- Widely used in the rest of the world, the service will be released in a later edition of Batch For Books in the US.

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▶ Data Services



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- Our **ISO 27001 certificate** ensures that your information is kept to the highest international standards.
- Batch can translate to and from any format of EDI and establish secure links to your accounts and stock control packages.
- Automating processes cuts down on errors caused by manual inputting.