





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.





Bookstore Balances

Valleyside Books

Currency : USD

Outstanding Balances for Period Ending 09-Aug-2019

		Open	Ve	erified	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

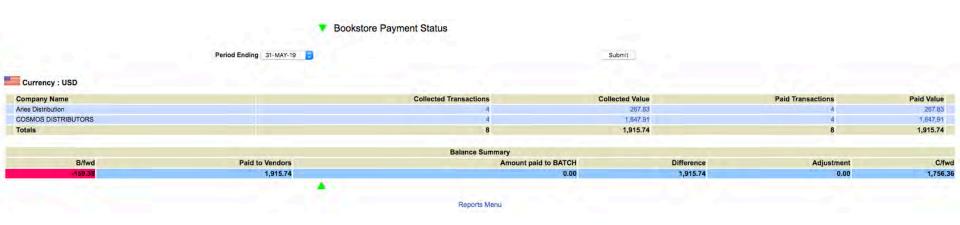
Due Ending	in the second second	Open	Ver	rified	Aut	horized
Due Ending	Qty	Value	Qty	Value	Qty	Value
03-Jan-2020	34	5,999.75	0	0.00	0	0.00
20-Sep-2019	64	21,068.18	0	0.00	0	0.00
13-Sep-2019	45	8,107.90	0	0.00	0	0.00
06-Sep-2019	23	6,590.44	0	0.00	0	0.00
23-Aug-2019	5	236.40	0	0.00	0	0.00
16-Aug-2019	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

	Bookstore Collections						
Period Ending	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



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

Visit Period Summaries to see transactions by vendor

			Batch for Books orization period cl	FAOs for Booksellers Confact us Batch for Books Home 1122334 1003 Logout coses 22-May-2019 for payment to the vendors on			
		Period S Invoices	Summary for Valle Due By 24-May-	2019			
0			Show	v Period: Current			
Currency : USD							
Company Name	Open Transactions	Outstanding	Authorize All	Verified Transactions	Authorized Transactions		Amount to be paid to Batch
Aries Distribution	83	20,597.12	0	1	0	0.00	0.00
Chieftan Distributors	20	5,533.05	0	0	0	0.00	0.00
COSMOS DISTRIBUTORS	36	9,339.90	0	0	0	0.00	0.00
Totals	139	35,470.07	0	1	0		0.00
			Batch is a Book:	Main Menu Iellers Association Enterprise. All Rights Reserved. Version 1.7.0			

- Shows Open Transactions, Outstanding Values, Verified Transactions and the amounts due in current and future periods.
- 'Authorize All' option available here.

See Period Summaries by week

		Concerning in the local sector		FAQs for Bo	ooksellers Contact us Batch for Books Home			
		Curren 09-Aug		S	1122334 1007 Logout			
		Pr	eriod Summary	for Valleyside Books	3			
				Show Period: Future	a 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	0	14	2,965.89	2,965.89
23-AUG-19	5	5	236.40	0	0	0	0.00	0.0
06-SEP-19	23	23	6,590.44	0	0	0	0.00	0.0
13-SEP-19	45	45	8,107.90	0	0	0	0.00	0.0
20-SEP-19	64	64	21,068.18	0	0	0	0.00	0.0
03-JAN-20	34	34	5,999.75	0	0	0	0.00	0.
Totals	178	178	43,926.70	0	0	14		2,965.
				Main Menu	AU			

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

Select a vendor to see more detail

			Current authorization peri		201	us Batch for Books Home 112233 1007 Logout				
			09-Aug-2019 Show Transactions I	For Valleyside I	Books		-			
			Chieftan Distributors	Only						
			Filter tr	ransactions by brar	tch: Valleyside Books	0				
			Filter transacti	ions by status: Op	en or Verified	0				
Showing transactions due up to 09-Aug	-2019.									
Actions					-					
R A V N C Trans Date	Туре	View Invoice No PDF	CN, Claim or Inv Ref#	Due Date	Status	Claim View	Date Authorized	Currency	Value	Outstanding
Chieftan Distributors		1.01								
	Authorized by 07-Aug-	2019							0.00	0.00
	Ready For Payment									0.00
0 0 0 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
o o 27-Jan-2019	Inv	71780091		31-May-2019	Verified			USD	163.01	163.01
o o 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
0 0 18-Jan-2019	Inv	71580028		14-Jun-2019	Open			USD	343.66	343.66
0 0 0 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
0 0 0 14-Jan-2019	Inv	71780054		31-May-2019	Open			USD	163.01	163.01
0 0 0 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										
RAVNC										
Actions Key	Grand Totals For	All Vendors for period	d endina 09-Aua-2019							
R = Restore to Open								Open Transactions	50,236.61	50,236.61
N = Authorize								Verified Transactions	1,003.53	1,003.53
/ = Verify								rized by 07-Aug-2019	0.00	0.00
N = Not Paying								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

			FAQs for Bo	ooksellers Contact us Batch for Books H	ome			
			Batch for Books	10	22334 07 ogout			
		Current auth 09-Aug-2019	norization period closes 07-Aug-	-2019 for payment to the vendor	son			
		Invoice	Details					
	Valleyside Books 22 West Street					Chieftan Distributors 777 Princetown		
						Chicago		
	Santa Fe New Mexico					Illinois 657832		
	23456031					USA		
	USA Tel. 03033567811					Tel. Fax.		
	Fax. Email eileen.kelly@batch.co.uk SAN 1122334					Fax. Email eileen.kelly@batch SAN 0543958	n.co.uk	
Invoice	Order No	Currency	Invoice Date	D	ue Date		Tax Number	
71780071	FAMPS18GA	USD	27-Jan-2019		1-May-2019			
	and the second se	and show the	Order No.			-	Philippine at	

Line 🔻		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 Gillbert #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	9781770463363	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

			🔻 E	nter Claim						
	22 Sai Nei 234 US Tel Fay Em	I. 03033567811					Aries Distribution 55 Broadway Memphis Tennessee 678340 USA Tel. Fax. Email eileen.kelly@batch SAN 0543965	n.co.uk		
Invoice No		der No. st Ref	Curren	icy	Invoice Date	Due Date			Tax Code	
0857073299	425		USD		22-Jul-2019	20-Oct-2019				
				DOLD INC. WITCH	ems, please contact the vendor's customer services department directly.					
Invoice Details				Set all lines to the sam	e reason:			laim Values		
	-	6.7. M					(0	Only applied if	a reason is selected)	
Product Code (ISBN)	Title	Order No. Cust Ref	Tax Code	Net Value	Reason				a reason is selected) Disc. %	
Product Code (ISBN) 9780062657770	Title I GOT NEXT	Cust Ref 425737		Net Value 19.43	Reason Promotion or event stock, or pre-authorized by vendor		(0	Only applied if	and the second of the second se	
Product Code ISBN) 1780062657770 1780062859754		Cust Ref 425737 425737	Tax Code Zero Zero	Net Value 19.43 30.23	Reason Promotion or event stock, or pre-authorized by vendor Promotion or event stock, or pre-authorized by vendor		Unit Cost	Only applied if Qty	Disc. %	Discount Value
Product Code (SBN) 9780062657770 9780062859754 9780062917485	I GOT NEXT	Cust Ref 425737 425737 425737	Tax Code Zero	Net Value 19.43 30.23 18.35	Reason Promotion or event stock, or pre-authorized by vendor Promotion or event stock, or pre-authorized by vendor Supplied item received damaged		Unit Cost	Only applied if a Qty	Disc. %	
Product Code (ISBN) 9780062657770 9780062859754 9780062917485	I GOT NEXT CORE 4	Cust Ref 425737 425737	Tax Code Zero Zero	Net Value 19.43 30.23	Reason Promotion or event stock, or pre-authorized by vendor Promotion or event stock, or pre-authorized by vendor Supplied item received damaged Supplied item has a manufacturing detect Item supplied and invoiced not ordered		(C Unit Cost 17,99 27,99	Only applied if a Qty 2 2 2	Disc. % 54.00 54.00	
Invoice Details Product Code (ISBN) 9780062859754 9780062917485 9780062909220 9780062853059	I GOT NEXT CORE 4 TOO CLOSE PB	Cust Ref 425737 425737 425737	Tax Code Zero Zero Zero	Net Value 19.43 30.23 18.35	Promotion or event stock, or pre-authorized by vendor Promotion or event stock, or pre-authorized by vendor Supplied item received damaged Supplied item has a manufacturing detect Item supplied and invoiced not ordered Item recalled by vendor Shortage – quantity invoiced not supplied in full Order canceled by customer		(C Unit Cost 17,99 27,99 16,99	Only applied if Qty 2 2 2 2	Disc. % 54.00 54.00 54.00	
Product Code (ISBN) 9780062657770 9780062859754 9780062917485 9780062909220 9780062853059	I GOT NEXT CORE 4 TOO CLOSE PB 150 BEST TINY SPACE IDEAS SEMICOLON Net Value Tax Value	Cust Ref 425737 425737 425737 425737	Tax Code Zero Zero Zero Zero	Net Value 19.43 30.23 18.35 32.39	Reason Promotion or event stock, or pre-authorized by vendor Supplied item received damaged Supplied item received damaged Item received damaged Supplied item has a manufacturing detect Item supplied and invoiced not ordered Item receiled by vendor Subortage - quantity invoiced not supplied in full		(C Unit Cost 17.99 27.99 18.99 29.99	2 2 2 2 2 2 2 2	Disc. % 54.00 54.00 54.00 54.00	

• Select claims reasons from the drop-down menu.

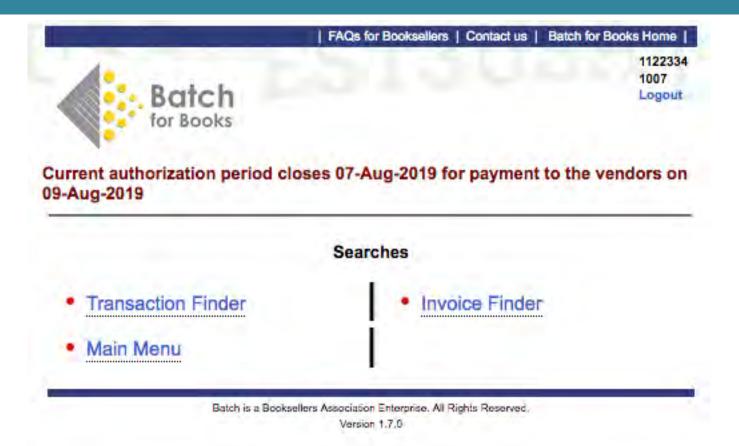
Confirm the claim

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

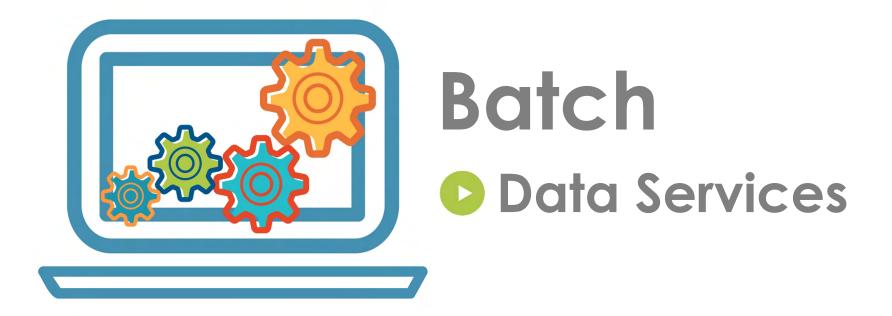
						Ubicci c	ommin to louge oralm of me	back to mouny details.						
				Valleyside Books 22 West Street Santa Fe New Mexico 23456031 USA Tel. 03033567811 Fax. Email eileen kelly@bete SAN 1122334	ch.co.uk						Aries Distribu 55 Broadway Memphis Tennessee 678340 USA Tel. Fax. Email eileen. SAN 0543965	kelly@batch.co.uk		•
Invoice No				Order No.		Currency		Invoice Date				Due Date		-
0857073299				Cust Ref 425737		USD		22-Jul-2019				20-Oct-2019		
														The second
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 Ta	x Rate Ne	t Value Ta	x Value											
Zero	0.00	16.55	0.00									Invoice Totals Disc	ount Value To	v Value Value
Unknown Code	0.00	0.00	0.00										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



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







A Booksellers Association Company



- 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.

