Batch Guide

Name: BatchSync User Guide

Date: 14 April 2021

Version: Version: 1.0

Description: This guide will take you through the process of
                        setting up and using BatchSync to import invoices
                        and credits from Batch to QuickBooks Desktop.

Prerequisites: BatchOne User ID;
                        BatchSync application installed. For help with
                        installation, go to our *BatchSync Application
                        Installation Guide.*

First, make sure QuickBooks is open and then find BatchSync on your computer. If you are not sure where it is on your computer, go to the search bar and type in BatchSync. The app should appear at the top. Click on it to open and you will be prompted to log-in with your Batch username and password.
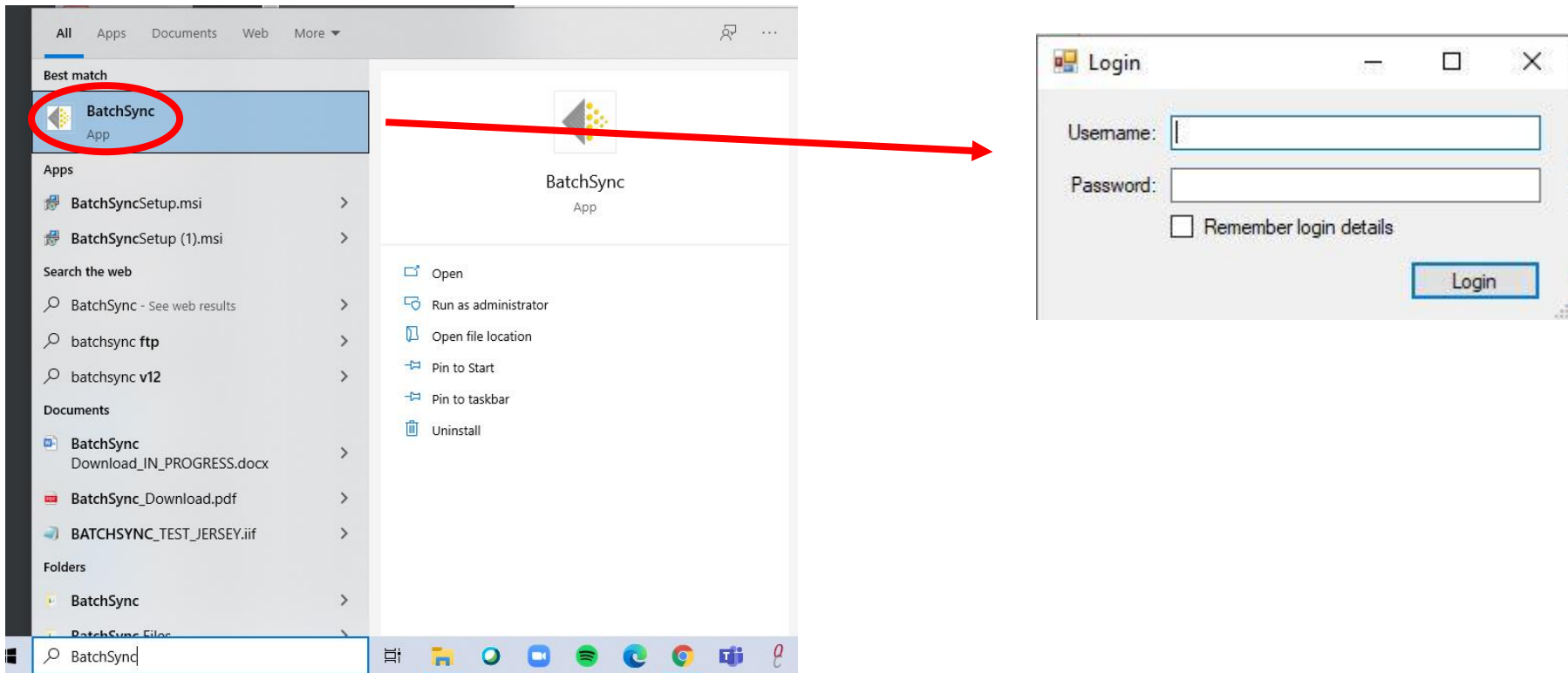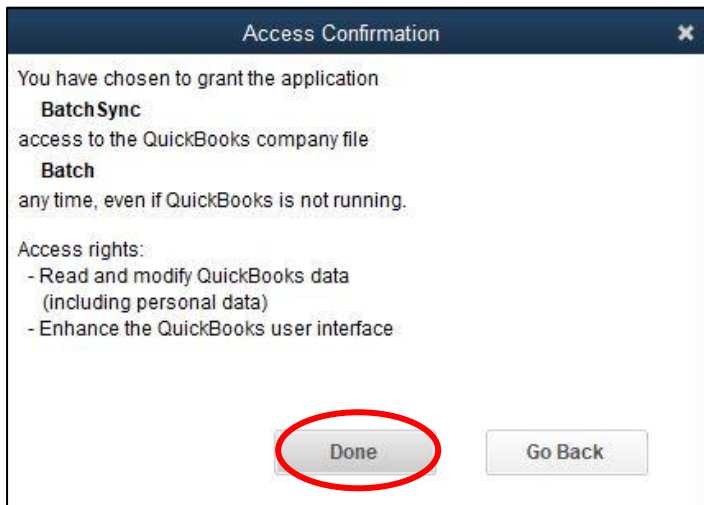
After you log-in, you need to tell QuickBooks that you want to allow BatchSync access to your company file. In the dialog box that pops up, select the option 'Yes always: allow access even if QuickBooks is not running' and then click 'Continue'.
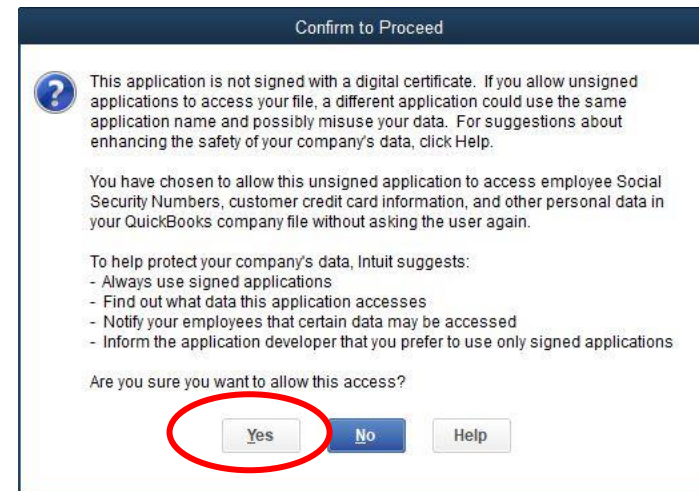
You then confirm your decision with a few more boxes.

1. BatchSync – Authorization: YES
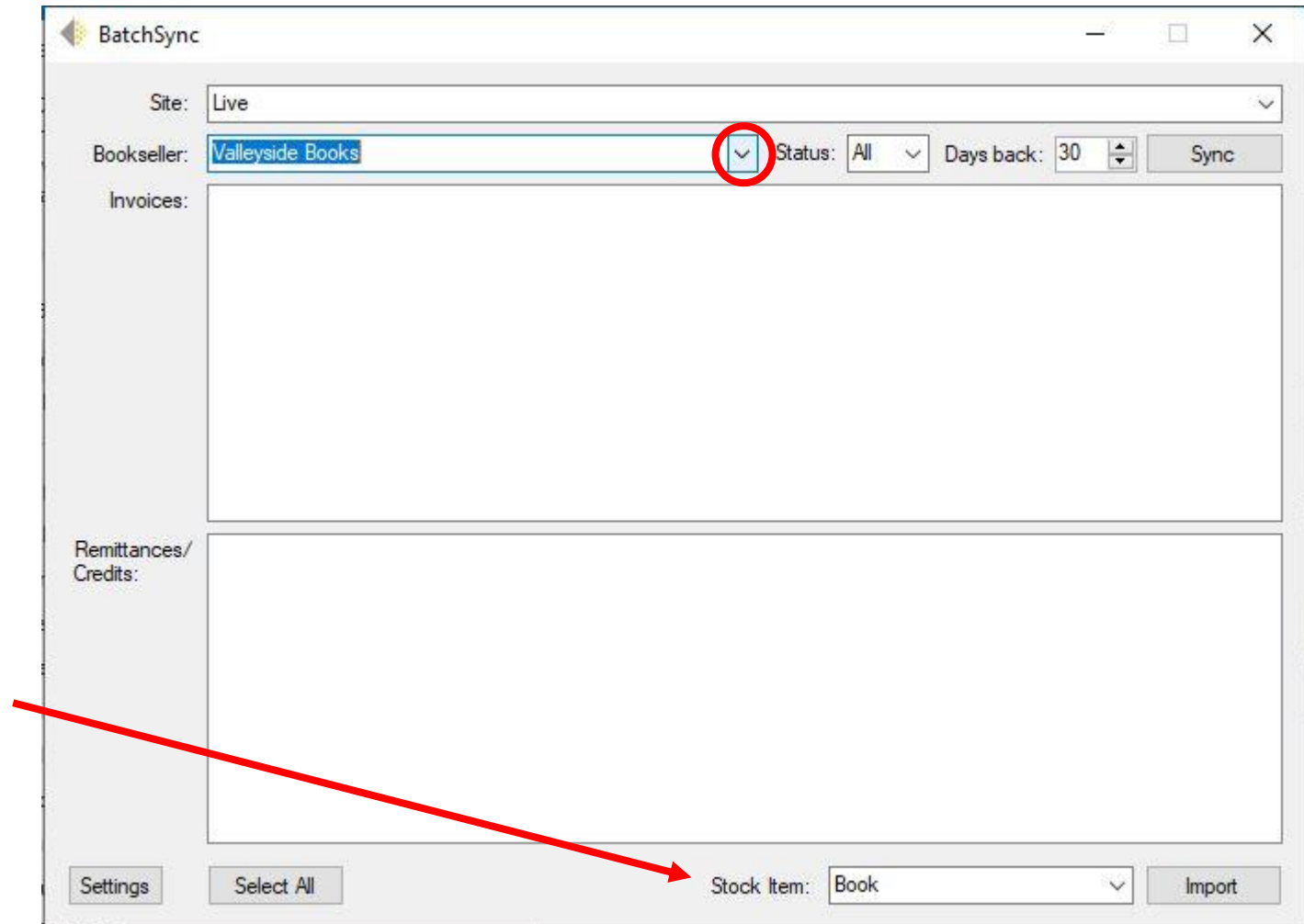

2. Confirm to Proceed: YES

3. Access Confirmation: DONE

The main BatchSync interface will now open and now we will proceed to import your transactions from Batch to QuickBooks.

1. Click on the down arrow to the right of 'Bookseller' field and select your bookshop. *Don't just type in the name of your store.*

2. Select the account you want the imported invoices to be linked to from the Stock Item drop down box. *This list is populated from your chart of accounts in QuickBooks.*

BatchSync

Site: Live

Bookseller: Valleyside Books Status: All Days back: 30 Sync

Invoices:

Remittances/ Credits:

Settings Select All Stock Item: Book Import

3. Select the status of invoices you want to import. *All* is the default. This will import all Open, Verified, and Authorized transactions. You can elect to import just Authorized (A) or Verified (V) invoices.
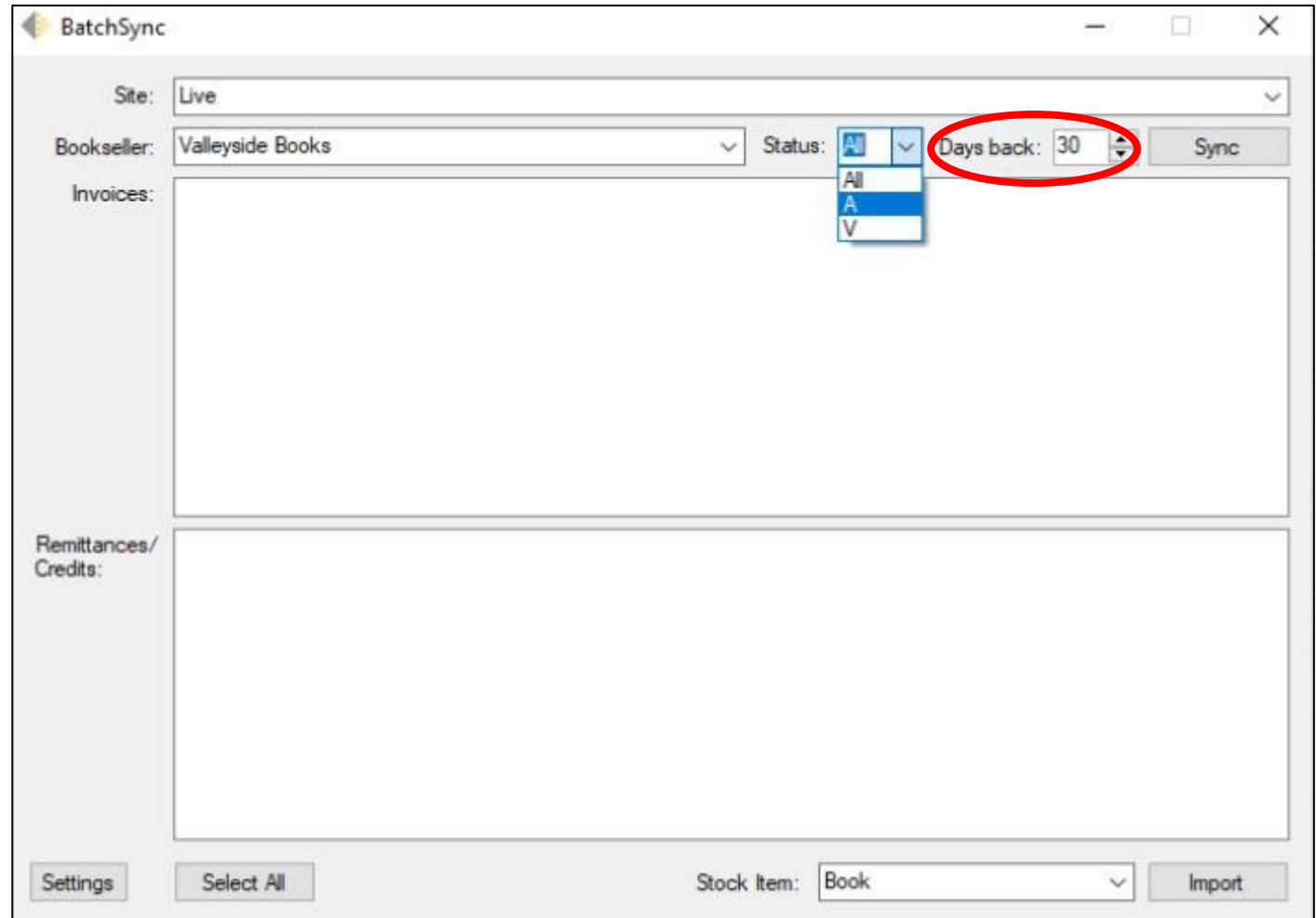
BatchSync cannot import invoices that have already been cleared or that you marked as Not Paying through Batch.
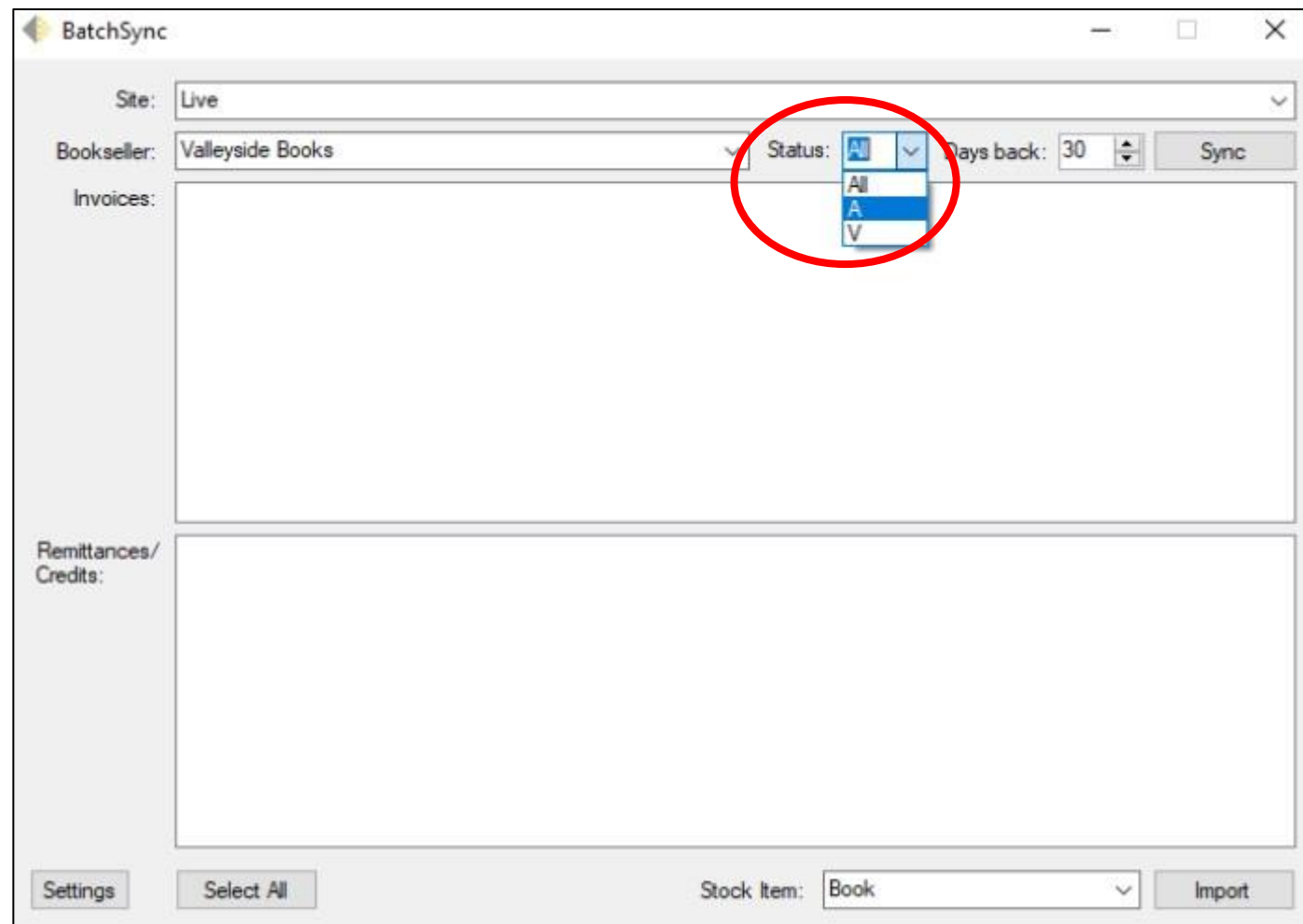
4. Select the number of Days Back that you would like to import into QuickBooks.

*The maximum number of days back is 100.*

5. After you have set your Bookseller, Status, Stock Item, and Days Back, hit the Sync button in the upper right corner.

After you hit the Sync button, a list of invoices (top box) and credit notes (bottom box) should be loaded into the BatchSync interface.

6. Check the box of the invoices and credits you would like to import to QuickBooks. There is a Select All button at the bottom to save time.

7. Once you have selected what you want to import, click Import (bottom right) to begin the process.
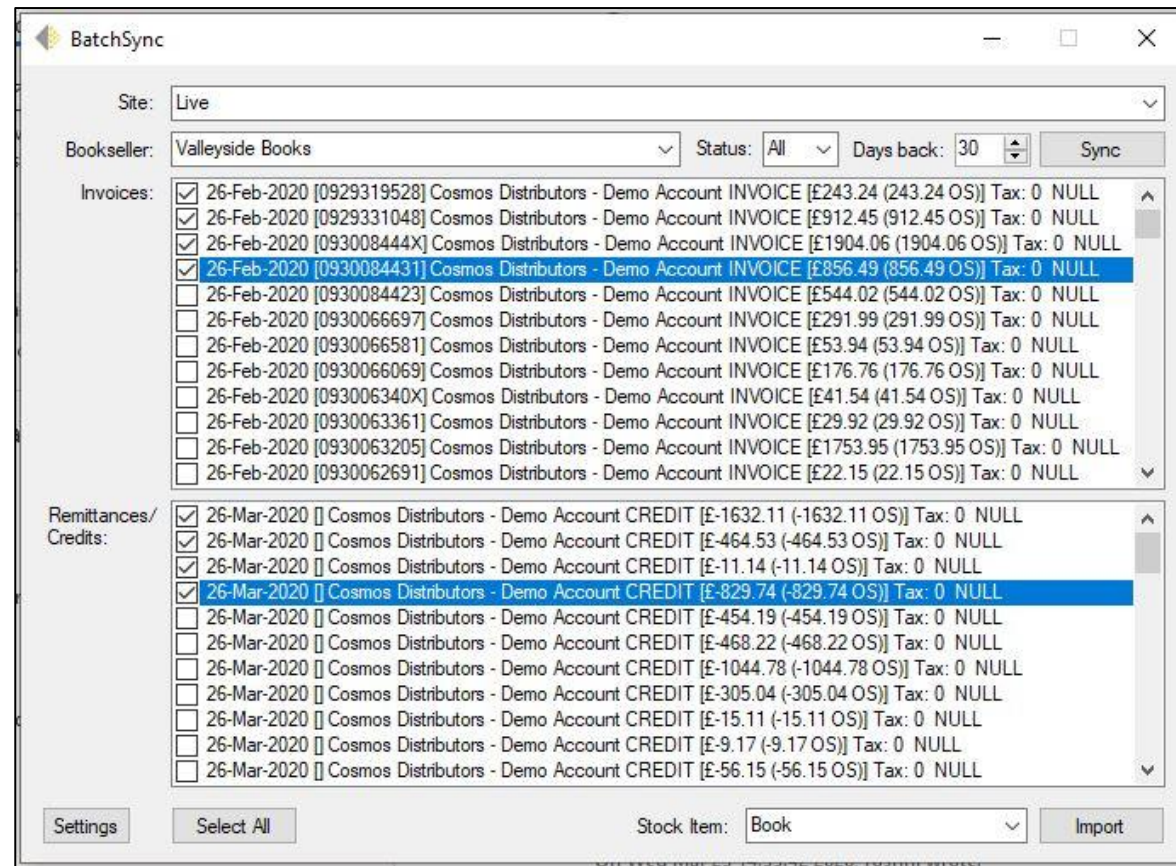
We recommend that you backup your data on QuickBooks before you import anything for the first time.

The first time you use BatchSync and whenever a new vendor is included in the download you will be asked to map the vendor's name in Batch to a specific vendor in QuickBooks. This will be remembered for future downloads.

8. Map each of your vendors by selecting the vendor from the drop-down menu and select OK after you map each vendor. After all your vendors have been mapped, your files will be imported.
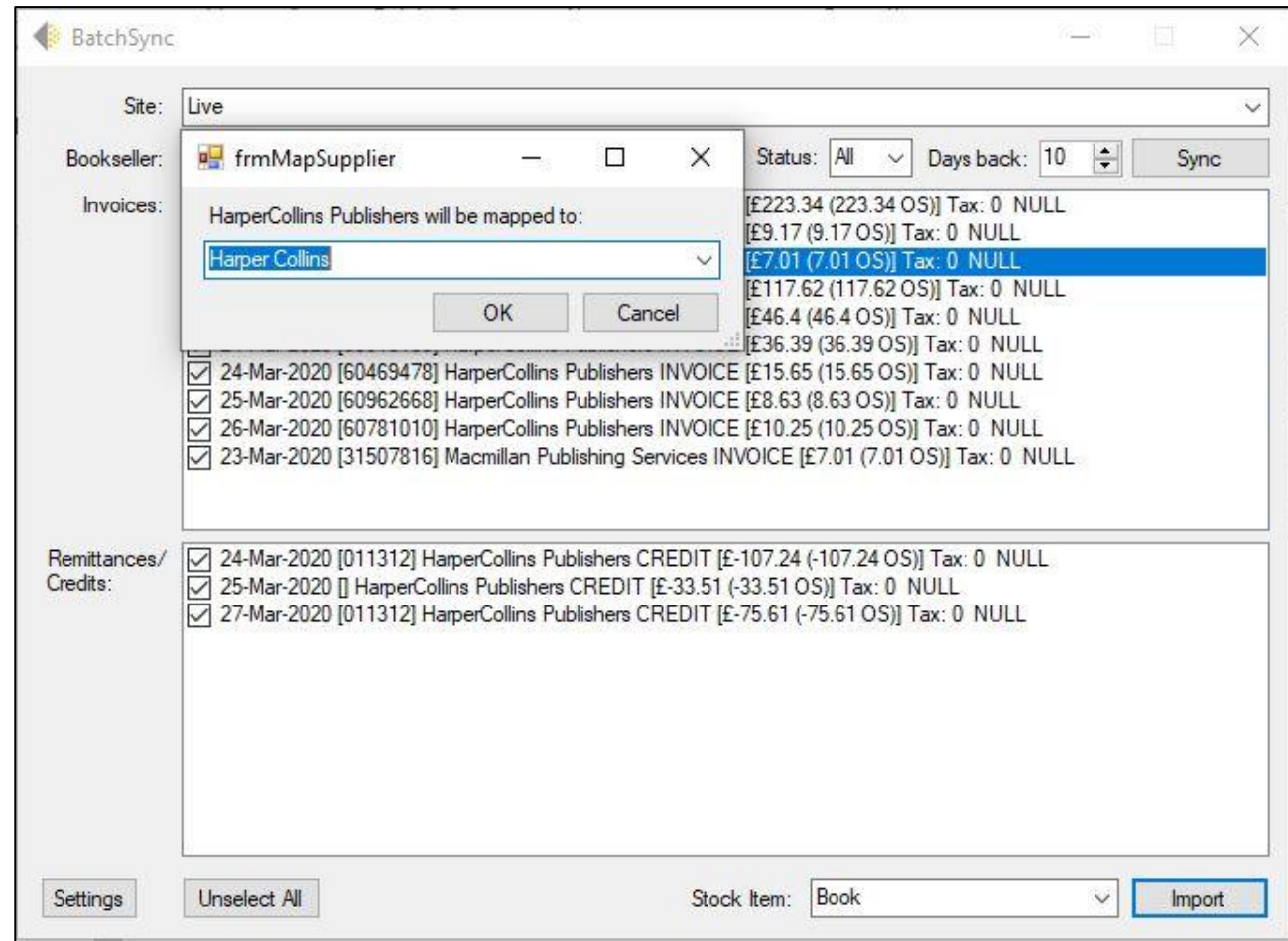
Congratulations! You successfully set up BatchSync and are now able to import your transactions from Batch into QuickBooks Desktop.

Frequently Asked Questions

What happens if I mapped a vendor in Batch to the wrong vendor in QuickBooks? Once a vendor has been mapped, it cannot be undone within the user interface. You will have to uninstall BatchSync and re-install the application to re-map a vendor.

How do I know if an invoice or credit note is already in QuickBooks? Will a duplicate be imported? No. If a transaction is already in QuickBooks, it will not appear on your list of transactions in BatchSync.

I hit Import, but I'm not sure if the transactions were transmitted to QuickBooks. Try hitting the Sync button. If you have transactions that are greyed out and cannot be selected, that means they were already imported into QuickBooks.

Is there any way to undo an import? No. Once transactions have been imported into QuickBooks, they cannot be removed through BatchSync. You would need to go into QuickBooks and manually remove or edit them.

I launched BatchSync but got an error message and was unable to import anything into QuickBooks. What happened? The most common cause of an error message is that the BatchSync Installer wasn't installed before the BatchSync Application. Uninstall the BatchSync application. Download and install BatchSync Installer and re-install BatchSync.

In general, if you are unable to import via BatchSync or get an error message, the first thing that we recommend you do is completely un-install BatchSync from your computer and go through the install process again.

Is BatchSync compatible with Macs? No. BatchSync is only compatible with Windows machines. If you use QuickBooks Desktop for Mac, please contact us to discover alternative solutions for importing your files into QuickBooks.

Is BatchSync available for QuickBooks Online? Yes! For information on how to set up BatchSync for QBO, go here and find the section for QuickBooks Online.

Questions or comments? Email support@batchforbooks.com for assistance with BatchSync for QuickBooks Desktop.