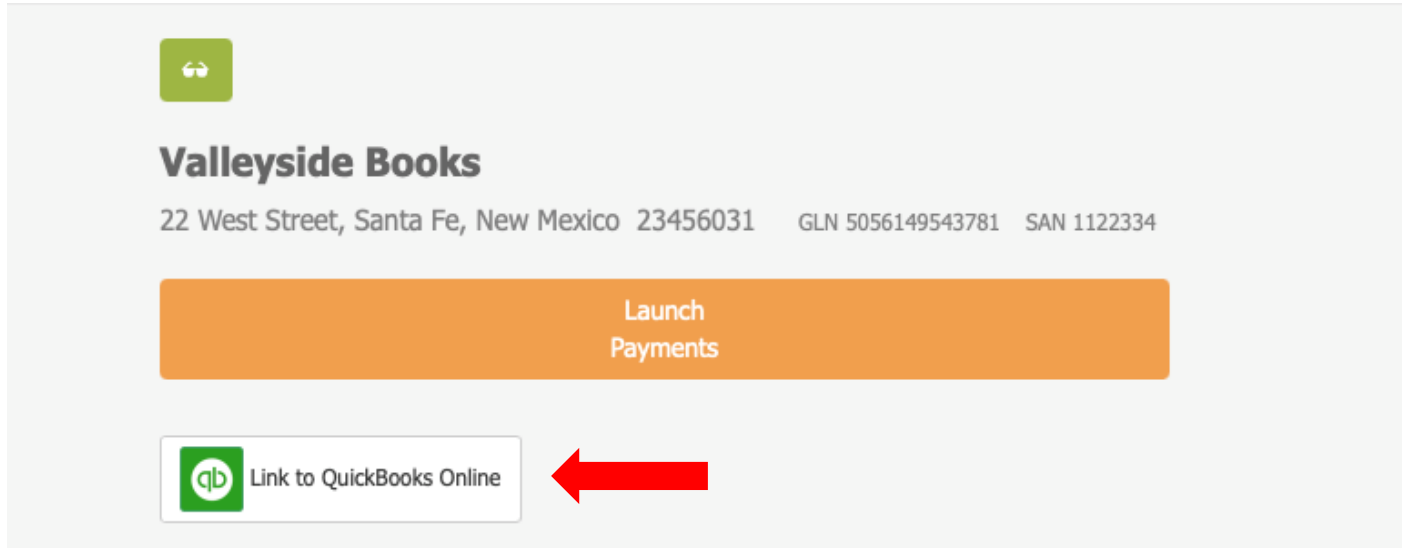
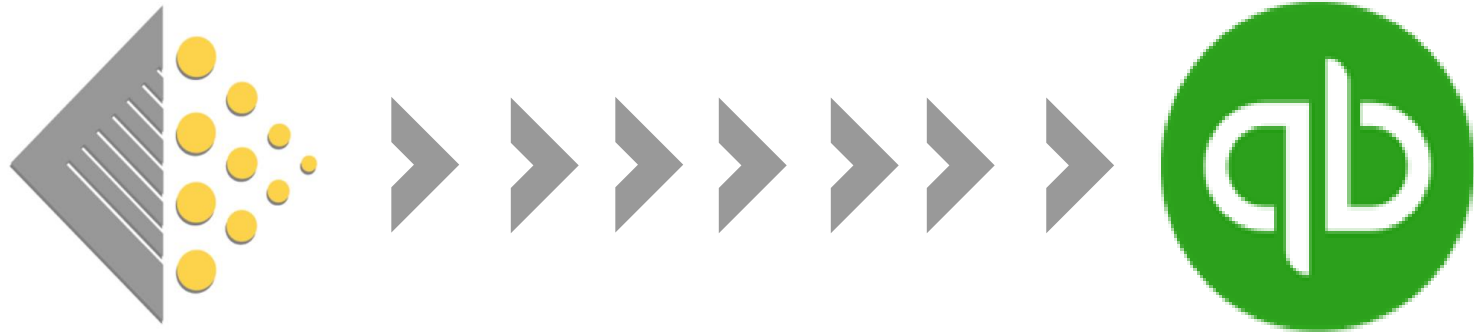


Guide to BatchSync QuickBooks Online

Before you get started with BatchSync for QuickBooks Online (QBO), email support@batchforbooks.com, so that we can add a 'Link to QuickBooks Online' button to your Batch web portal.





Setting Up Your Vendors in QBO



BatchSync is very easy to set up, but there is one piece of preparation that we recommend stores undertake before running BatchSync.

When Batch transmits invoices to QuickBooks Online (QBO), it identifies the vendor by a unique 13-digit code. Before initiating the BatchSync for the first time, we recommend logging into QBO and amending your vendor names to include this 13-digit code. If this step is not taken and Batch cannot find a vendor with that 13-digit code, it will create an entirely new vendor within QBO.

How to find your vendor codes: When you log into your Batch site, you should now see a Link to QuickBooks Online button. Click on that button.



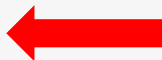
Valleyside Books

22 West Street, Santa Fe, New Mexico 23456031 GLN 5056149543781 SAN 1122334

Launch
Payments



Link to QuickBooks Online



On the next page, there will be instructions with a pink background at the top of the screen with a 'Configuring Your QuickBooks Online Vendor Names' link. Click on that.

QuickBooks Online Users

Configuring your QuickBooks Online Vendor Names



Batch QuickBooks Online Interface

Valleyside Books is not currently linked to a QuickBooks Online account

To start receiving Valleyside Books invoices in QuickBooks Online, click on the following button.

Start

Cancel

Return to Dashboard

You will see your publishers listed along with their 13-digit vendor codes. Keep this tab open and log into QBO in another tab.

Configuring your QuickBooks Online Vendor Names

The Vendor names displayed in Batch for Books may not match the names you are using within your QuickBooks Online organization

For example, you may be using the name **PRH** where Batch for Books uses **Penguin Random House**.

When loading transactions to your QuickBooks Online organization, Batch for Books will attempt to find an existing Vendor record and create one if it can't find a match. You can ensure that we can work with your existing Vendors, you can embed an identifier into the trading name record of the Vendor in QuickBooks Online. The name does not need to match exactly, but you must include the code and the parentheses in your Vendor Display Name.

E.g. using the same example given above, you could change your Vendor trading name in QuickBooks Online to PRH (5056149543880) and the code in brackets would ensure that transactions can be loaded against your Vendor record.

HarperCollins Publishers (5056149543873)

Copy text

Macmillan Publishing Services (5056149543897)

Copy text

Penguin Random House (5056149543880)

Copy text

Within QBO, select a vendor to edit to bring up the below dialog box. You will want to add the 13-digit code within parentheses to the end of the company name within the **Display Name** field and Save. Repeat the process for all your vendors and then return to your Batch dashboard.

Note: The name itself does not need to match what's in Batch, only the number.

So, if it's Penguin Random House (13-digit #) within Batch, but PRH within QBO, you can copy the whole thing or you can just add (13-digit #) to the end of the name already in QBO.

Vendor Information

Title

First name

Middle name

Last name

Suffix

Company

*Display name as

Penguin Random House (USA) (5056149543880)

Print on check as

☒ Use display name

Penguin Random House (USA) (5056149543880)

Address

map

Street

City/Town

State/Province

ZIP code

Country

Notes

Attachments

Maximum size: 20MB

Cancel

Make inactive

Privacy

Save

Email

Separate multiple emails with commas

Phone

Mobile

Fax

Other

Website

Billing rate (/hr)

Terms

Enter Text

Opening balance

as of

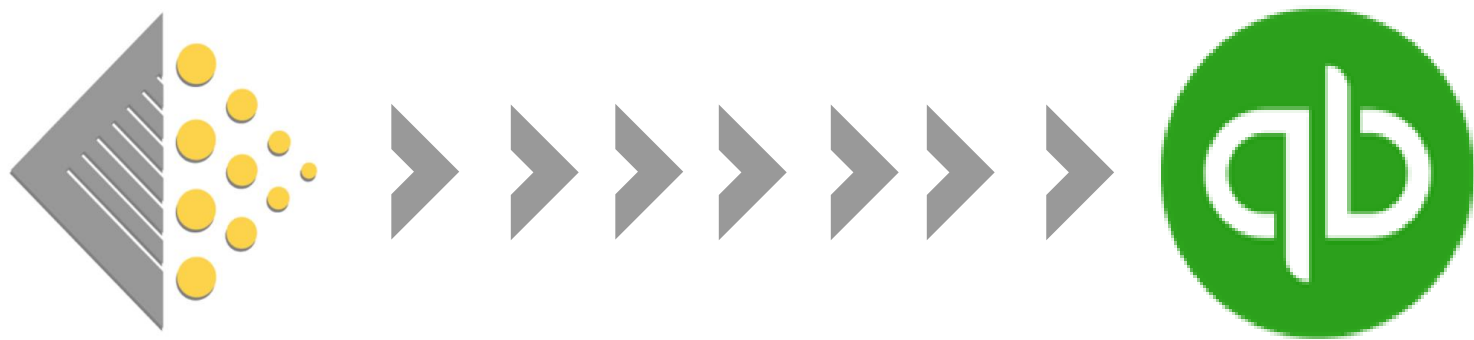
02/17/2021

Account no.

Appears in the memo of all payments

Business ID No. / Social Security No.

☒ Track payments for 1099



Initiating BatchSync for the First Time

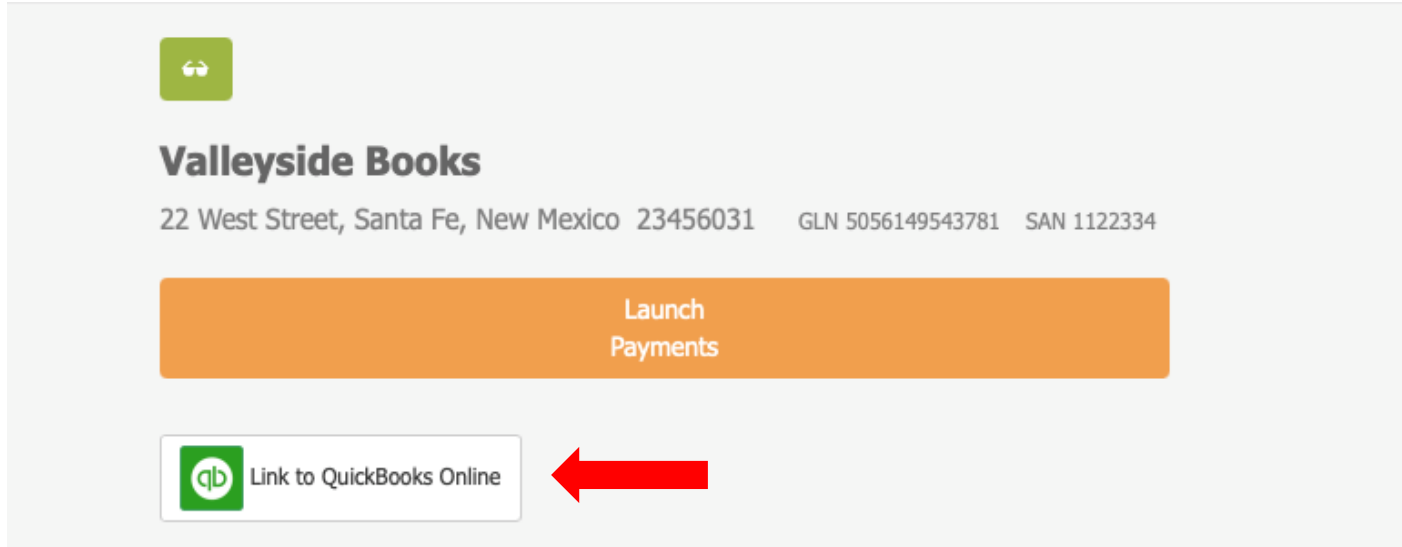
3 notes before starting the BatchSync

#1 / When you first initiate the BatchSync, it will take a bit of time to transmit your invoice data from Batch to QBO. The more invoices there are to transmit, the longer it will take. This is normal. After the initial transmission, Batch will be transmitting invoices on a continual basis to QuickBooks so there won't be any noticeable lag time.

#2 / Only invoices that are open, verified, or authorized on Batch are able to be transmitted. All Cleared invoices or invoices marked as Not Paying through Batch will not be transmitted.

#3 / Once the BatchSync process has been initiated, it will continue to run unless you delete the link between Batch and QBO. Closing either Batch or QBO does not delete the link and stop the flow of invoices from Batch to QBO.

Step 1. Sign into your Batch web portal and click on the 'Link to QuickBooks Online' button.



Step 2. To start the processing of syncing Batch to your QuickBooks account, click on the 'Start' button.



Batch QuickBooks Online Interface

Valleyside Books is not currently linked to a QuickBooks Online account

To start receiving Valleyside Books invoices in QuickBooks Online, click on the following button.



Start

Cancel

Return to Dashboard

Step 3. Confirm that you want to connect your Batch site to QBO by clicking on the 'Go to QuickBooks Online' button.



Batch QuickBooks Online Interface

Do you wish to connect this site to QuickBooks Online?

Valleyside Books

22 West Street
Santa Fe
New Mexico
23456031

Please confirm that you wish to link this site to a QuickBooks Online company.

When you click on the button below, you will be redirected to QuickBooks Online and asked to select a company to link to this site.



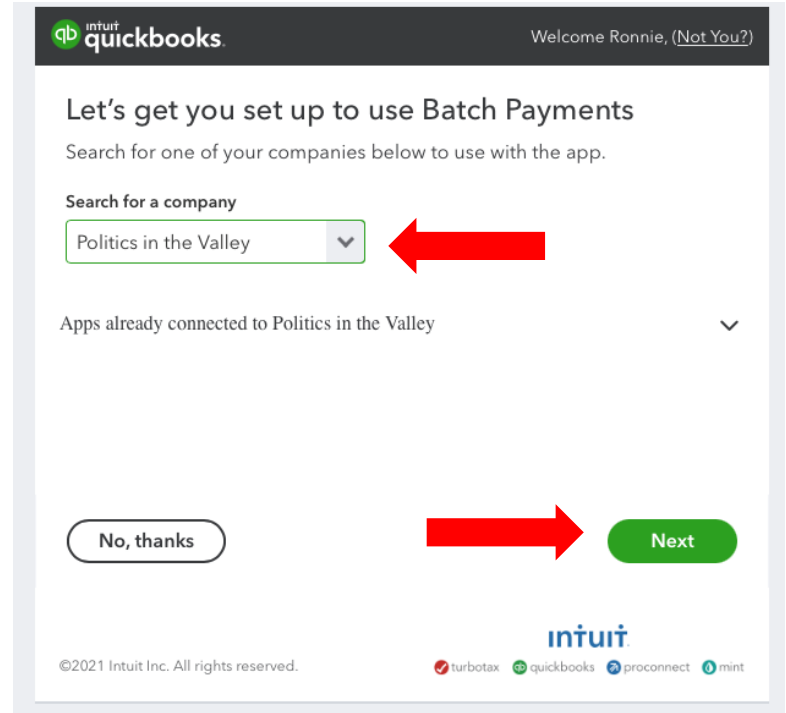
Go to QuickBooks Online

Cancel

Return to Dashboard

Step 4. Select your store from the Search for a Company dropdown menu. [If you're not already signed into QBO, you will first be prompted to sign in].

Step 5. Once you've selected your store in the dropdown menu, hit the 'NEXT' button.



The screenshot shows the Intuit QuickBooks interface for setting up Batch Payments. At the top, the Intuit QuickBooks logo is on the left, and a welcome message "Welcome Ronnie, (Not You?)" is on the right. The main heading is "Let's get you set up to use Batch Payments", followed by the instruction "Search for one of your companies below to use with the app." Below this is a search bar labeled "Search for a company" containing the text "Politics in the Valley" and a dropdown arrow. A large red arrow points to this dropdown arrow. Below the search bar, it says "Apps already connected to Politics in the Valley" with a downward arrow. At the bottom, there are two buttons: "No, thanks" and "Next". A large red arrow points from the "No, thanks" button to the "Next" button. The footer contains the copyright notice "©2021 Intuit Inc. All rights reserved." and logos for "turbotax", "quickbooks", "proconnect", and "mint".

qb intuit quickbooks. Welcome Ronnie, (Not You?)

Let's get you set up to use Batch Payments

Search for one of your companies below to use with the app.

Search for a company

Politics in the Valley

Apps already connected to Politics in the Valley

No, thanks

Next


©2021 Intuit Inc. All rights reserved. turbotax quickbooks proconnect mint


Step 6. Select the account into which your invoices and credit notes will be categorized and click on the 'Create QuickBooks Online Link' button.

Batch site: **Valleyside Books**
QuickBooks Online company: **Politics in the Valley**

Which expense account would you like to use?

Books : 280 (USD)



Create QuickBooks Online Link 

Cancel

Return to Dashboard

Note: BatchSync is only able to specify one type of account.

Step 7. Enter the Invoice Date from which you want to send invoices from Batch to QBO and hit Load Invoices.

QuickBooks Online Link Details for **Valleyside Books**


Batch site	Valleyside Books
QuickBooks Online company	Politics in the Valley
Expense Account	Books (280)
Account Currency	USD Please note that during BETA testing, we can only send transactions in the default currency for the selected expense account.
Link Status	Created [2021-02-10 18:31:12]

Retrieve / Resend Past Invoices
Request that invoices from the given invoice date be loaded into this QuickBooks Online company. Note, it may take a few minutes for invoices to appear in QuickBooks Online.
[Tips on setting up Vendors](#)

Invoice Date

2019-06-01

Load Invoices

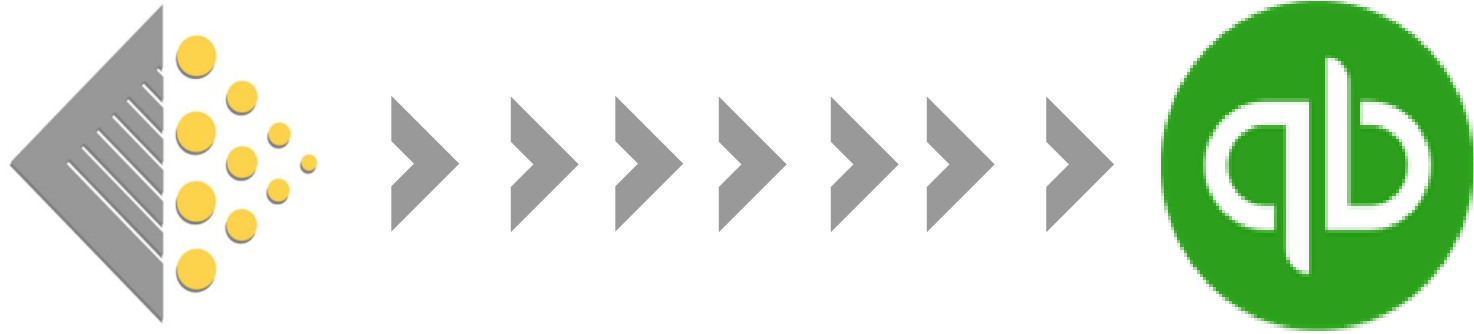


Note: In the instance above, transactions with a date of June 1, 2019 onward will be transmitted to QBO in the initial sync.



**Congratulations! BatchSync has been initiated.
At this point, there's nothing you need to do to
send your invoices from Batch to QBO.**

**Read on to see how the invoices are transmitted
and how Batch handles remittances.**



**Batch Invoice Details & Remittances
within QBO**

Transactions are transmitted as either a Bill (Invoices) or a Vendor Credit (Credit Notes) and can be found under Expenses within QBO.

Expense Transactions

Print Checks

New transaction

Filter

Last 365 Days

Batch actions

Print

Copy


Settings



< First Previous 1-150 of 802 Next Last >

<input type="checkbox"/>	DATE	TYPE	NO.	PAYEE	CATEGORY	TOTAL	ACTION
<input type="checkbox"/>	02/11/2021	Vendor Credit	98054332	MPS (5056149543897)	Books	-\$36.70	View/Edit
<input type="checkbox"/>	01/28/2021	Bill	0951314274	COSMOS DIST (5056149543798)	Books	\$49.14	Schedule
<input type="checkbox"/>	01/28/2021	Bill	0951560623	COSMOS DIST (5056149543798)	Books	\$22.49	Schedule
<input type="checkbox"/>	01/21/2021	Bill	0931449921	COSMOS DIST (5056149543798)	Books	\$303.36	Schedule

Note: The columns you see will be based on your settings within QBO

The information that gets transmitted will be the vendor, amount, transaction date, due date, category, and invoice number.

 **Bill #0951314274**

 Help 

Vendor

COSMOS DIST (5056149543798) ▼

Balance due

\$49.14

Schedule online payment

Mark as paid

Mailing address

COSMOS DISTRIBUTORS
(5056149543798)


Terms

▼

Bill date


01/28/2021

Due date

02/28/2021 

Bill no.

0951314274

Tags 

Manage tags

Start typing to add a tag

▼ Category details


	#	CATEGORY	DESCRIPTION	AMOUNT	CUSTOMER	
	1	Books	Books	49.14		
	2					



Note: The description defaults to 'Books' for transactions transmitted through BatchSync




The remittance process happens automatically within QBO. After a transaction is transmitted to QBO, it will remain open until Batch remits the invoices to the vendor. At each clearance, Batch will send an update to QBO to mark invoices as paid. There is nothing you need to do to update that invoice within QBO.

When an invoice is remitted, it is marked as paid within QuickBooks

 **Bill #0656544144**

 Help 


Vendor

Chieftan (5056149543958) 

Mailing address

Chieftan

Terms



Bill date

01/20/2021

Due date

02/20/2021

Bill no.

0656544144

Date

[01/28/2021](#)

Amount applied

\$503.69


Payment no.

BATCH-Chiefta-210128

PAYMENT STATUS

PAID

1 payment made (\$503.69)

Tags 

Start typing to add a tag

[Manage tags](#)


Note: If you pay an invoice outside Batch, it will not get updated in QBO. You will have to manually mark that invoice as paid.

For each vendor, Batch creates a Bill Payment with the total amount paid to that vendor.


< First Previous 1-150 of 770 Next Last >

<input type="checkbox"/>	DATE ▾	TYPE	NO.	PAYEE	CATEGORY	TOTAL	ACTION
<input type="checkbox"/>	02/11/2021	Vendor Credit	98054332	MPS (5056149543897)	Books ▾	-\$36.70	View/Edit
<input type="checkbox"/>	01/28/2021	Bill Payment (Check)	BATCH-Chiefta-210128	Chieftan (5056149543958)		-\$1,573.29	View/Edit
<input type="checkbox"/>	01/28/2021	Bill Payment (Check)	BATCH-COSMOSD-210128	COSMOS DIST (5056149543798)		-\$461.32	View/Edit
<input type="checkbox"/>	01/28/2021	Bill	0951314274	COSMOS DIST (5056149543798)	Books ▾	\$49.14	Schedule
<input type="checkbox"/>	01/28/2021	Bill	0951560623	COSMOS DIST (5056149543798)	Books ▾	\$22.49	Schedule


Within each Bill Payment, you can find the payment date, the amount paid, and it sets the Bank/Credit account as 'Batch Payment'. Beneath the header for the Bill payment are the invoices that were part of the payment.

 **Bill Payment #BATCH-Chiefta-210128**

Payee

Chieftan (5056149543958) 

Bank/Credit account

Batch Payments 

Balance -\$2,034.61

AMOUNT PAID

\$1,573.29

Mailing address

Chieftan

Payment date

01/28/2021

Ref no.

BATCH-Chiefta-z

☐ Print later

Amount

1,573.29

On the bill payment screen, it will list all the open invoice for a vendor and the ones with a green checkmark will be the ones that were part of that bill payment.

<input type="checkbox"/>	Bill # 0656514067 (10/21/2020)	10/21/2020	78.70	78.70	<input type="text"/>
<input type="checkbox"/>	Bill # 0657112081 (10/21/2020)	10/21/2020	293.79	293.79	<input type="text"/>
<input type="checkbox"/>	Bill # 0657126715 (10/21/2020)	10/21/2020	499.30	499.30	<input type="text"/>
<input type="checkbox"/>	Bill # 50437689 (10/21/2020)	10/21/2020	322.98	322.98	<input type="text"/>
<input type="checkbox"/>	Bill # 987654 (11/24/2020)	11/24/2020	552.59	552.59	<input type="text"/>
<input type="checkbox"/>	Bill # 345678 (11/24/2020)	11/24/2020	155.90	155.90	<input type="text"/>
<input checked="" type="checkbox"/>	Bill # 0656548080 (01/20/2021)	01/20/2021	26.45	26.45	<input type="text" value="26.45"/>
<input checked="" type="checkbox"/>	Bill # 0656268266 (01/20/2021)	01/20/2021	37.80	37.80	<input type="text" value="37.80"/>
<input checked="" type="checkbox"/>	Bill # 0656350963 (01/20/2021)	01/20/2021	213.75	213.75	<input type="text" value="213.75"/>
<input checked="" type="checkbox"/>	Bill # 0656544144 (01/20/2021)	01/20/2021	503.69	503.69	<input type="text" value="503.69"/>
<input checked="" type="checkbox"/>	Bill # 0656544047 (01/20/2021)	01/20/2021	791.60	791.60	<input type="text" value="791.60"/>



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