

Downloading Reports to Excel

There are several reports featured in Batch for Books. This guide will focus on the following three reports available to you under the Reports menu that you're able to download as a .csv file and view in Microsoft Excel:

- Statement Download (All Transactions)
- Recent Invoices
- Recent Invoices and Credit Notes

Type of Report

Statement Download (All Transactions)

Includes all open, verified, and authorized transactions.

Recent Invoices

All open, verified, and authorized invoices from the past 30 days.

Recent Invoices and Credit Notes

All open, verified, and authorized invoices and credit notes from the past 30 days.



If a transaction has been Cleared or marked as Not Paid in Batch, they will not show up on these reports.

Downloading and saving the report

Right click instead of left click on the link. The normal left click with the mouse will open the report in your browser in a format that is difficult to read and hard to use.

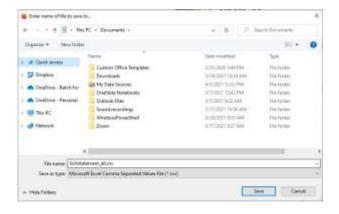
(←) → ♥ @	🔞 🛤 https://www.batchforbooks.com/batch/bchalatement_all.recent_invoices_cov	Ð
	,1003,28-May-2021,RECENT INVOICES	
	B/S Name,FUB SAN,FUB EAN,Fub Name,Delivery SAN,Delivery EAN,Transaction DATE,Transaction NO,Trans TYPE,DUE DATE,C STATUS, "NEW STATUS (A-Authorised, V-Validated)",INVOICE NO	CURRENCY, ORIGI
'9913645','505614	49544399',Copper Dog Books,'2013975','5056149543880',Penguin Random House ,'9913645','',27-May-2021,'1080104852',	, INVOICE, 30-
	.73,0,885.73,0,,NULL,'1080104852' 49544399',Copper Dog Books,'2013975','5056149543880',Penguin Random House ,'9913645','',27-May-2021,'1080100899',	INVOICE, 30-
sep-2021, USD, 67.5	5,0,67.5,0,,WULL,'1080100899'	
	49544399',Copper Dog Books,'2013975','5056149543880',Penguin Random House ,'9913645','',27-May-2021,'1080112574', 11,0,15,11,0,,NULL,'1080112574'	INVOICE, 30-
	1,0,3,11,0,7,00LD, 100011237 495443997,Copper Dog Books,'2002086','5056149543873',HarperCollins Publishers,'9913645','',27-May-2021,'69960969'	, INVOICE, 26-

Right click on the link and choose "Save Link As..."

	Reports	
Bookstore Balances	Vendor B	ala Statement Download (All Transa
Report History	Statemer	Open Link in New Job
Recent Invoices	 Recent 	Open Link in New Window Open Link in New Erivate Window
Bookstore Payment Status	Auto-Ur	Bookmark Link Save Link As Save Link to Pocket
Main Menu		Copy Link Search Google for "Statement DownL."
		Inspect (Q)

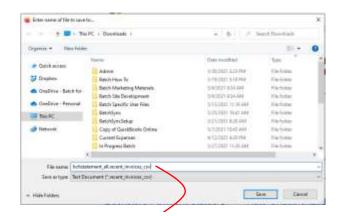
For the Download Statement (All Transactions) report

In the Save as link... dialog box, navigate to where you want to save your report and click on the Save button.



For the Recent Invoices / Recent Invoices and Credits reports

In the Save as link... dialog box, you must convert to .csv format by replacing _csv with .csv in the file name. After updating the file name, navigate to where you want to save your report and click on the Save button.



Change bchstatement_all.recent_invoices_csv to bchstatement_all.recent_invoices.csv

Finally, find your file where you saved it and open the report.

Optional: Formatting your transaction report

The file that you open is going to contain a lot of information, some of which you might find extraneous and not need. You can go through and delete the columns you don't need and format it in a way that suits you or you can use our formatting macro to do it for you.

How to use the macro

1. Download and save <u>Transaction-Download-Formatting-Macro.xlsm</u>. You will only need to download and save the first time you use the file. I recommend you save it in a convenient location.

2. Open the macro file.

	Autolouv 💽 🕅 👘 🖓 - 🕅 🖓 = 🖬 🖓 = Famarian-Download-formating-Macrolubre -
Enable macros if you get a warning that	File Home munt Draw PageLayout Formulas Data Roview View Developer
Macro-enabled content has been disabled.	$\begin{array}{c c c c c c c c c c c c c c c c c c c $
	Optical (5 Fort 5 Note SECURITY WARMAN, Macros have been doubled. Emable Centent

3. Open your transaction report.

4. While in the transaction report, run the macro by hitting Ctrl-J.

Note: Don't put any data in the macro file. That can remain blank, but it needs to be open for the macro to work.

RESULTS

Using the macro removes potentially extraneous info and turns:

A		E	D	in the second				1 1	1		11 1	66 N	10					
HEADER	9923645	100	Il anyanaa	RECENT INVOICES	h	logilie.	Sec. Contra	and the second				Say an and the set			1			
4/5.549	0,5 EAN	\$/5 Name	PUB SAN	FUECAN	Full Harme	Detrery SAS	E Delivery EAA	Trailsactor DATE 7	trainauction NO	Tram TVHL	DUE DATE CUR	RENCY OR GINAL VALUE	TAX Demon	HALLE ON	TAX Darment (SUBBOAT SPATUS	NEW STATUS LA Authorized, V-Valid	dated) i
(1991304)	7 15056148544389	Coppler Dog Book	a 10139757	30565485438801	Fenguin Auridore Hase	'9913645'	1. C	27.Mmp21	088004852	INVOICE	30-Sep-21 USD	825.73		825.73	1 2		WARE.	
991304	13094148544898	Copper Dog Steel	a DELETS'	10560465406801	Fangurs Random treasur	9013047	1	27-May-21	1000100899	INVOICE	33-5ep-31 USD	07.3	0	07.3	E 18		WALL	
9903645	7.15(281)435443297	Copper Dog Soal	ts '3003086'	3036048543675/	HarperCellins Publishers	'9913645'	+	17-3/10/-21	1726/2007	INVOICE	26-Are-J1 USD	175.17	0	175.51	1		WUEL	
(1993)364)	15098149544399	Copper Dog Book	ka. '2003086/	3034048943873	HorperCollins Rubituhers	'9913041'		27.9/9/21.3	07968534	INVOICE.	29-3+9-21.050	53.88	0	63.62	e		MULL	
993384	**************************************	Consider Dog Book	is '8815411'	3056545543897	Macmillan Publishing Services	*991364Y	*	27 4/4/21 1	1049114	WORK:	24-5ep-21-USD	951.79	0	101.75	·		MULL	1
Concerned at	of the local states of the second states of the sec	and the second second	a line has not	second of or prior is a second	And an an an an an an an an	100.000.000	14	the star install	Contraction of the local diversion of the loc	10000	tell provide and provide	100 mg					denoted in the second se	1.4

Into a sheet with just the essentials:

	Α	in second Helenson	C	D	t			6		Ħ
3	Pub Name	Transaction EATE	Transaction NO	Trans TYPE	DUE DATE	ORIGINAL W	NUE	WALLIE GVS	CURREN	FT STATUS
2	Penguin Random House	5/27/21	1080104852	Involce	9/30/21		85.75	885.75	Open	
¥.	Penguin Random House	5/27/21	1080100899	Involce	9/30/21		67.5	67.5	Open.	
4	HarperCollins Publishers	5/27/21	69960965	Involce	6/26/21	3	75.17	175.17	Open	
5	HarperCollies Publishers	5/27/21	69966314	Invoice	6/26/21	5	63.88	\$3.88	Open .	
6	Macmillan Publishing Services	5/27/21	61049174	Involce	9/24/21	5	\$1.75	531.75	Opert .	
	Perguin Random House	5/26/21	1080093686	Involce	9/30/21	6 - 33	18.33	18.33	Open	
8	Parguin Random House	3/28/21	1080099195	Involoe	9/30/21	i (1	10.79	10.79	Cipert .	
3	Penguin Random House	5/26/21	1080093716	Mirolog .	9/70/21	8	18.31	318-31	Open :	
10	Perguin Random House	5/26/21	1080093988	Invoice	9/30/21		31.27	31.27	Open	
11	HarperCollins Publishers	5/26/21	69944599	Involce .	6/25/21	1 13	36.17	36.17	Open -	
		a 201 104	and a state of the		0.000.004		100.00	4.6.6.6.6	48	