



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.



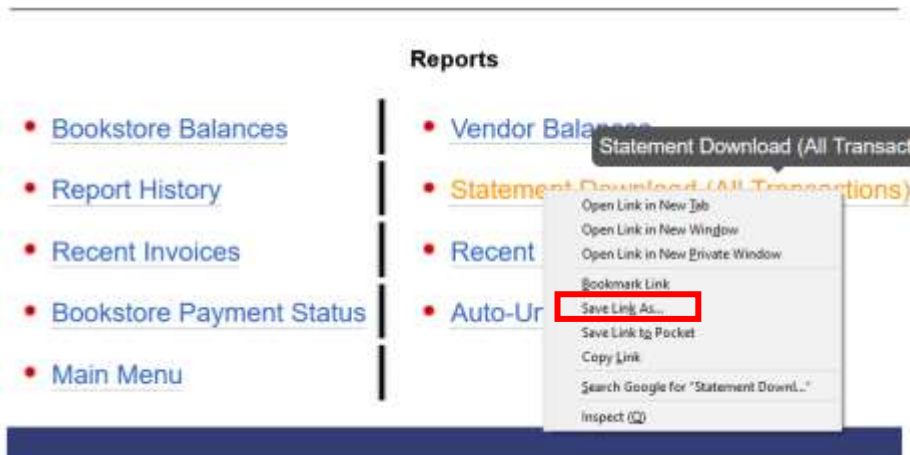
If a transaction has been Cleared or marked as Not Paid in Batch, they will not show up on these reports.

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.

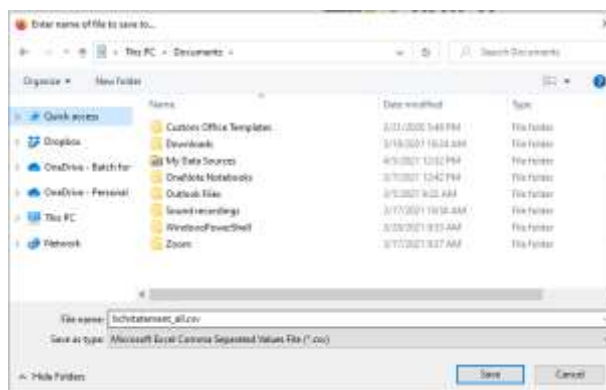


Right click on the link and choose "Save Link As..."



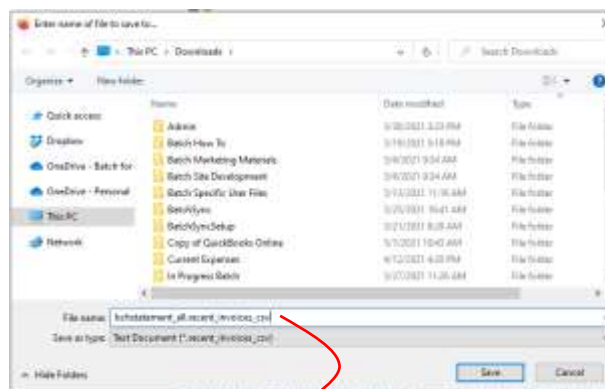
For the Download Statement (All Transactions) report

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

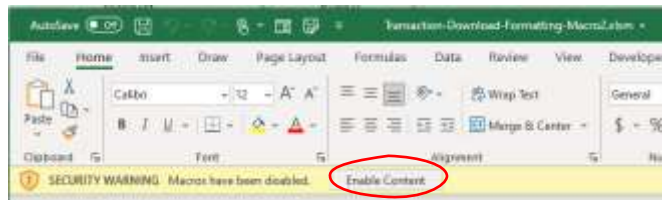
The file that you open is going to contain a lot of information, some of which you might find extraneous and not need. You can go through and delete the columns you don't need and format it in a way that suits you or you can use our formatting macro to do it for you.

How to use the macro

1. Download and save [Transaction-Download-Formatting-Macro.xlsm](#). 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.

Enable macros if you get a warning that Macro-enabled content has been disabled.



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:

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
2	Q/S SAN	Q/S EAN	Q/S Name	PLB SAN	PLB EAN	Pub Name	Delivery SAN	Delivery EAN	Transaction DATE	Transaction NO	Trans TYPE	DUE DATE	CURRENCY	ORIGINAL VALUE	TAX Element	VALUE O/S	TAX Element	CURRENT STATUS	NEW STATUS (A=Authorized, V=Validated)	INV
3	'9013043'	'3098149544389'	Copper Dog Books	'2813975'	'3098149544388'	Penguin Random House	'9013043'		27-May-21	'2080104852'	INVOICE	30-Sep-21	USD	885.73	0	885.73	0	NULL		208
4	'9013043'	'3098149544389'	Copper Dog Books	'2813975'	'3098149544388'	Penguin Random House	'9013043'		27-May-21	'2080100899'	INVOICE	30-Sep-21	USD	67.5	0	67.5	0	NULL		208
5	'9013043'	'3098149544389'	Copper Dog Books	'2002088'	'3098149544387'	HarperCollins Publishers	'9013043'		27-May-21	'899870989'	INVOICE	26-Jun-21	USD	175.17	0	175.17	0	NULL		699
6	'9013043'	'3098149544389'	Copper Dog Books	'2002088'	'3098149544387'	HarperCollins Publishers	'9013043'		27-May-21	'89986534'	INVOICE	26-Jun-21	USD	83.88	0	83.88	0	NULL		699
7	'9013043'	'3098149544389'	Copper Dog Books	'6012811'	'3098149544389'	Macmillan Publishing Services	'9013043'		27-May-21	'81049134'	INVOICE	24-Sep-21	USD	531.79	0	531.79	0	NULL		810

Into a sheet with just the essentials:

1	A	B	C	D	E	F	G	H
1	Pub Name	Transaction DATE	Transaction NO	Trans TYPE	DUE DATE	ORIGINAL VALUE	VALUE O/S	CURRENT STATUS
2	Penguin Random House	5/27/21	1080104852	Invoice	9/30/21	885.73	885.73	Open
3	Penguin Random House	5/27/21	1080100899	Invoice	9/30/21	67.5	67.5	Open
4	HarperCollins Publishers	5/27/21	699870989	Invoice	6/26/21	175.17	175.17	Open
5	HarperCollins Publishers	5/27/21	69946314	Invoice	6/26/21	83.88	83.88	Open
6	Macmillan Publishing Services	5/27/21	61049134	Invoice	9/30/21	531.79	531.79	Open
7	Penguin Random House	5/26/21	1080099686	Invoice	9/30/21	18.33	18.33	Open
8	Penguin Random House	5/26/21	1080099195	Invoice	9/30/21	10.79	10.79	Open
9	Penguin Random House	5/26/21	1080093716	Invoice	9/30/21	318.31	318.31	Open
10	Penguin Random House	5/26/21	1080093988	Invoice	9/30/21	31.27	31.27	Open
11	HarperCollins Publishers	5/26/21	69944599	Invoice	6/25/21	36.17	36.17	Open