



Batch has made some major changes to the Batch platform that we are rolling out in the next couple of weeks. This document will highlight some of the changes you can expect and will cover the following.

- Upgrade Goals
- What's Staying the Same
- Rolling out Batch 2.0
- Navigating around Batch 2.0
- Changes to the Summary Screens
- Changes to Transaction Screens
- Changes to the Invoice Screens
- Changes to Search

Upgrade Goals

The scope of this upgrade is to provide a better user experience to Batch users in the following ways:

- Modern user interface
- Less mouse clicks to get where you need to go
- Easier to navigate
- More intuitive
- Improved search capabilities

What's Staying the Same

Using Batch 2.0 will NOT require users to learn an entirely new system. If you already know how to use Batch, you already know how to use Batch 2.0. The core functionality will remain the same. Batch will still organize your invoices into current and future summary tables and users will still verify and authorize invoices in the same way they always have.

Rollout Plan for Batch 2.0

Users will have access to Batch 2.0 starting on September 18, 2022. To ease the transition, users will have access to both original Batch and Batch 2.0 through the end of 2022. The log-in process will remain the same, but on September 18th, users will see a new option on the launch screen – NEW PAYMENTS.

Bookstore Account 5056149543781

Valleyside Books

22 West Street, Sante Fe, New Mexico, NM 234560, USA

Launch Payments

New Payments

More options ▾

LAUNCH PAYMENTS – launches original Batch payments platform. Will be available through 12/31/2022.

NEW PAYMENTS – launches Batch 2.0

Original Batch and Batch 2.0 will run in parallel meaning any changes made in one platform will show up in the other platform.

Navigating around Batch

The first change users will see upon log-in is they are no longer taken to a menu screen. The current period summary is now the first screen users encounter in Batch. Users will use a menu bar at the top of the screen to navigate to the different areas within Batch.

Original Batch: Users had to navigate back to the main menu if they wanted to access a different part of Batch.

Menu Bar

Valleyside Books [Period Summaries ▾](#) [Reports ▾](#) [Advanced Search](#)

Period Summaries – users can jump to Current, Future, or Future by Week period along with any past remittance from this menu. *Original Batch: This dropdown replaces the filters on top of the summary screens.*

Reports – users can jump to a variety of status reports or automatically download a report into Excel. *Original Batch: Users could get to reports only through the Reports link on the home screen.*

Advanced Search – takes users to a form where they can enter a variety of search criteria to generate a list of transactions. *Original Batch: User could go to various places depending on what they were looking to search for. Advanced Search combines All Transactions, Search, and Search by ISBN.*

Quick Search – users can enter an invoice number, credit number, ISBN, or other document number.

Changes to the Summary Screens

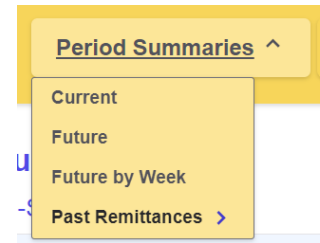
The summary screens are largely unchanged. They're still organized by publisher (current, future) or by due date (future by week) and users can still access lists of transactions by clicking on the links within

the table. There have been some cosmetic changes to make the tables easier to read. Beyond those cosmetic changes, here are some other changes to the summary table you should be aware of.

Accessing Period Summaries

Change summary screens via Period Summary drop-down in menu bar. Drop-down is available no matter where a user is on Batch.

Original Batch: Change summary screens via Show Period filter at top of each summary. Show Period filter only available on Summary screens.



Balance Summary Table

The current period summary now includes the current balance summary table. Report is color-coded to indicate when a store is carrying a credit balance or still owes funds.

Original Batch: balance summary table was hidden in the Reports menu and was difficult to parse.

Balance Summary for USD

B/FWD	AUTHORIZED	AMOUNT PAID TO BATCH FOR BOOKS	DIFFERENCE	ADJUSTMENT	FUNDS STILL OWED
CR 2.00	1,044.42	0.00	1,044.42	0.00	1,042.42

Past Remittances

Past remittances can now be accessed directly through the Period Summaries drop down menu. The dates displayed will only be the days where invoices were remitted to your vendors.

Original Batch: Showed all dates instead of only store's remittance dates and was difficult to navigate to a specific remittance.

Past Remittances <		02-SEP-2022
	OPEN	VER
		26-AUG-2022
		19-AUG-2022
ers	28	05-AUG-2022
Services	16	31-JUL-2022
se	30	22-JUL-2022
	74	15-JUL-2022
		08-JUL-2022

Past Remittances - Download Remittance Data

Users now have the option to download the transactions included in a remittance directly to Excel with a click of a button.

Remittance Summary

[Download Remittance Data](#)

TRANSACTIONS FOR PERIOD ENDING 2ND SEP 2022

VENDOR	PAID TRANSACTIONS	PAID VALUE
Macmillan Publishing Services	14	1,302.53
Penguin Random House	3	213.60
TOTALS	17	1,516.13

Changes to the Transaction Screen

The information on the transaction screen is largely unchanged and users will continue to update the status of an invoice using radio buttons on the left-hand side of the table. One major change is the number of transactions on a page – transactions screens will show up to 500 transactions. Previously, users could only view 100 transactions per page.

Vendor
Status All Open Verified Authorized Not paying Cleared
Search

↓
Update Status
Download
Transactions for Penguin Random House : Due up to 29-Sep-2022. Status: Open

Penguin Random House

Currency: USD Current Outstanding: 12,271.19 Authorized for Remittance : 0.00

	A	V	N	C	TRANSACTION DATE ↓	TYPE	INVOICE NO	CN, CLAIM OR INV REF#	DUE DATE	VALUE	OUTSTANDING	STATUS	DATE AUTHORIZED / CLEARED
⊙	⊙	⊙	⊙	⊙	← Set all transactions on this page to the same status								
⊙	⊙	⊙	⊙	⊙	31-AUG-2022	Inv	9011451465		30-SEP-2022	C 15.12	15.12	Open	
⊙	⊙	⊙	⊙	⊙	31-AUG-2022	Inv	9011451653		30-SEP-2022	C 14.58	14.58	Open	
⊙	⊙	⊙	⊙	⊙	12-AUG-2022	C/N	590854	0012022313-1	12-AUG-2022	C -40.00	-40.00	Open	
⊙	⊙	⊙	⊙	⊙	12-AUG-2022	C/N	591123	0012022582-1	12-AUG-2022	C -25.00	-25.00	Open	
⊙	⊙	⊙	⊙	⊙	12-AUG-2022	C/N	591412	0012022875-1	12-AUG-2022	C -25.00	-25.00	Open	
⊙	⊙	⊙	⊙	⊙	12-AUG-2022	C/N	591787	0012023252-1	12-AUG-2022	C -50.00	-50.00	Open	

Floating Header (1) – The column header bar will remain at the top of the screen as you scroll down so the column headers are always visible.

More Sort Options (1) – Users can sort by all column headers. *Original Batch: Users could only sort by the Transaction Date, Invoice No, or CN,Claim,Inv Ref columns.*

Switching Vendors (2) – At the top of the transaction screen, there is a filter bar that lets users do it directly on the transaction screen. *Original Batch: Users had to return to a summary screen to look at invoices for another vendor.*

Update Buttons (3) – Prominent update buttons at both the top and bottom of your list of transactions. *Original Batch: A small update button only at the bottom of the screen.*

Download (4) – Users can now download any list of transactions to Excel via the download button at the top of the table.

Set all transactions to same status (5) – Set all radio buttons at top and bottom of table. *Original Batch: set all option only at the bottom of the table.*

Changes to the Invoice Screen

The information on the invoice screen is cleaner and more readable. We removed some extraneous columns and condensed the headers and added a few new features.

Invoice 0868148963

 [Bring this invoice forward to the current period](#)

Valleyside Books

22 West Street, Sante Fe, New Mexico, NM 234560, USA
nathan.halter@batchforbooks.com

SAN: 1122334

HarperCollins Publishers

53 Glenmaura National Blvd, Suite 300, Moosic, Pennsylvania, PA 18507, USA
grace.korczakowski@harpercollins.com

SAN: 2002086

Download 1

INVOICE	ORDER NO	CURRENCY	INVOICE DATE	DUE DATE	DELIVERY NOTE NO
0868148963	10000764	USD	01-SEP-2022	31-OCT-2022  2	

LINE	ISBN	TITLE	COMMENT	ORDER NO	CUST REF	SELLING PRICE	UNIT COST	QTY	DISCOUNT %	NET VALUE
1	9780008472818	DINOSAUR THERAPY		220802		14.99	8.09	2	46.00	16.19

←
↑

QUANTITY	DISCOUNT VALUE	TOTAL RETAIL VALUE	TOTAL NET VALUE
2	0.00	29.98	16.19

BATCH FOR BOOKS STATUS HISTORY 3

Status Date	Status	Outstanding Value	User
22-FEB-2022 09:21 EST	Verified	6.62	Nathan Halter
22-JUN-2022 12:36 EST	Authorized	6.62	Nathan Halter

Download (1) – Click the download button to download an invoice detail into an Excel spreadsheet.

Moving an Invoice forward (2) – To move an invoice forward to the current period, click on the link in the upper right corner or click on the clock icon in the menu bar. *In original Batch, users moved an invoice forward by selecting a new due date from a drop down menu.*

Status History (3) – Tracks the status history of an invoice and shows when a status was changed and who changed the status.

Changes to Search

The most prominent changes on Batch 2.0 have come in our search capabilities. The search is far more robust and it is easier to view just the information you need. Users will have two search options: 1) Advanced Search and 2) Quick Search

Advanced Search

Advanced Search is accessed through the link on the menu bar. Within Advanced Search, users will be able to set criteria to return a list of invoices to suit their needs. Criteria can be as broad or granular as needed.

The screenshot shows the Advanced Search interface with the following elements:

- Vendor:** A dropdown menu set to "All Vendors".
- Status:** A group of checkboxes: All, Open, Verified, Authorized, Not paying, and Cleared. A red circle with the number "1" is next to the "All" checkbox.
- Currency:** A radio button selected for "USD".
- Transaction Type:** A group of checkboxes: Invoices, Credits, and Claims. A red circle with the number "2" is next to the "Claims" checkbox.
- Location:** A dropdown menu set to "All".
- Due Date:** Three buttons: "Current Period", "Future Period", and "All Dates". A "Clear" button is below.
- Search Parameters:** Three text input fields: "Invoice, Credit Note, Claim No", "Customer ref, Order ref, Barcode ref, Delivery Note no", and "ISBN". A "Clear" button is below.
- Transaction Date:** "From" and "To" date pickers. A red circle with the number "3" is next to the "To" date picker.
- Status Last Changed Date:** "From" and "To" date pickers.
- Search:** A blue button in the top right corner.

Status (1) – Users have more control of the statuses of the invoices they’re looking for. *Original Batch: Not possible to search by specific criteria.*

Transaction Type (2) – Users can set the type of transaction they want to see. *Original Batch: Not possible to filter or search by transaction type.*

Transaction Date (3) – Users can set date parameters based on the transaction date. *Original Batch: Only setting due date parameters was possible.*

Quick Search

There is a Quick Search bar in the menu bar where users can run searches based on invoice number, ISBN, document number. *Original Batch: Searching for a specific invoice required significant navigation and numerous mouse clicks.*

A screenshot of a search bar with a yellow background. The search bar is white with rounded corners and contains the text "Quick search" on the left and a magnifying glass icon on the right.