







- Make one monthly payment to Batch per currency used: Euros, USD or GBP.
- Enjoy reduced bank charges.
- Have access to secure online information 24 hours a day.
- Integrate **Batch Payments** with your accounts and stock control systems.
- A free EDI-managed service for booksellers worldwide.



• See all your invoices in Euros, GBP and USD in the "Current Period Summary".

B	atch			GLN	SAN Postcode Er	Admin Y My Sites Y	Janet Ravenscroft V	
Hillside Books-demo acc E	Period Summaries Y	Reports ~	Advanced Search			GBP	Quick search	Q ?
urrent Period Summary						Current authorisa	tion period closes 27th Sep 2022 for pa	ayment 30th Sep 20
EUR								
SUPPLIER	OPEN	VERIFIED	AUTHORISED	OUTSTANDING AMOUNT	AUTHORISE	AUTHORISED VALUE	AMOUNT TO BE PAID	TO BATCH
Nationwide Distributors - DEMO ACC	32	2	0	<u>1,208.36</u>	A		0.00	0.0
TOTALS	32	2	0	<u>1,208.36</u>	۵	REMITTANCE TOTAL E	UR:	0.0
GBP								
SUPPLIER	OPEN	VERIFIED	AUTHORISED	OUTSTANDING AMOUNT	AUTHORISE	AUTHORISED VALUE	AMOUNT TO BE PAID	TO BATCH
Cambridge University Press	9	0	0	<u>3.86</u>	•		0.00	0.
Gardners Books Ltd	1	0	0	1.00	(A)	1	0.00	0.
Macmillan Distribution (MDL)	106	0	0	43,642.07	A	1	0.00	0.0
Nationwide Distributors - DEMO ACC	7,149	2	4	369,420.49	A	21	0.08	210.0
Wiley & Sons Ltd	106	0	0	<u>40,715.44</u>	(A)		0.00	0.0
TOTALS	<u>7,371</u>	2	4	<u>453,782.86</u>	A	REMITTANCE TOTAL G	BP:	210.0
Balance Summary for GBP								
Balance Summary for GBP B/FWD	AUTHORIS	ED		AMOUNT PAID TO BATCH		DIFFERENCE	ADJUSTMENT	C/FW

• Select a supplier to see all transactions in that period.

	Batch						GLN SAN Postcode E	Admi	n 👻 My Sites 👻	Janet Ravenscrof	t •	
Hillside Books	- DEMO ACC Perio	d Summarie:	s [×] <u>Reports</u>	* Advanced	<u>Search</u>				EUR 🗸 Quick s	earch		Q 7
Supplier	All Suppliers	×]	Status	V All V Open	Verified A	Authorised] Not paying 🔄 Clea	ured	Search I More op	tions		Page
Update Sta	Us Download	Transactions	for Nationwide Distr	ibutors - DEMO ACC:	EUR Due up to 30-C	Oct-2022. Status	: Open					
ationwide D	istributors - DEI	NO ACC										
Irrency: EUR	Outstanding: 0.00	Authorised	d by 26-Oct-2022 :	0.00 Ready fo	or payment: 0.00							
Á V N	C TRANSACTION	TYPE	INVOICE NO	CN, CLAIM OR INV REF#	DUE DATE	VALUE	OUTSTANDING	STATUS	DATE AUTHORISED	CLAIM VIEW	PDF	OPTIONS
000	O ← Set all transact	ions on this p	age to the same st	tatus								
000	01-FEB-2022	Claim	46473696	184795	30-APR-2020	11.04	11.0	4 Open		Sent to Supplier		
000	31-AUG-2021	Claim	46476830	175506	30-APR-2020	24.30	24.3	0 Open		Sent to Supplier		
000	31-AUG-2021	Claim	4647370X	175505	30-APR-2020	13.59	13.5	9 Open		Sent to Supplier		
0 0 0	06-AUG-2021	Claim	46473890	174380	30-APR-2020	26.00	26.0	0 Open		Sent to Supplier		
000	06-AUG-2021	Claim	46473890	174379	30-APR-2020	26.00	26.0	0 Open		Sent to Supplier		
000	0 10-MAR-2020	Inv	46473815		30-APR-2020	46.17	0.0	0 Open				
000	0 10-MAR-2020	Inv	46473807		30-APR-2020	60.86	60.8	6 Open				C
000	0 10-MAR-2020	Inv	46473823		30-APR-2020	47.92	47.9	2 Open				C
000	0 10-MAR-2020	Inv	46473963		30-APR-2020	34.90	34.9	0 Open				C
	0 10-MAR-2020	Inv	4647370X		30-APR-2020	13.59		0 Open				

• Click on an invoice to see line detail.

	VXYX DRDER NO CXRFC020412 EUR 10-MAR-2020 CXRFC020412 EUR 10-MAR-2020 CARFC020412 EUR 10-MAR-2020							EUR	~	Quick search			a 👔	
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SAN: XYXYXYX					Nationwide Disi Jackson House West Road Chingborough Hants EB1 3SH United Kingdom mail@mariaquir GLN: 501111111	n.com								
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INVOICE	Constant and a second		INVOICE DATE		DUE DATE		DELIVERY N	OTE NO			VAT NU			
INVOICE	Constant and a second				DUE DATE 30-APR-2020		DELIVERY 1 46473815	OTE NO			VAT NL 555 555			
Download INVDICE 46473815 LINE PRODUCT CODE	CXRFC020412	EUR		COMMENT		CUST REF		UNIT	QTY DIS VAL	COUNT		5 55	NET	VAT CODE
1NVOICE 46473815 PRODUCT	CXRFC020412	EUR TITLE Christopher Innes		COMMENT	30-APR-2020		46473815 SELLING	UNIT COST		UE	555 555	5 55	VALUE	CODE
INVOICE 46473815 LINE PRODUCT CODE	CXRFC020412 ISBN 9780521566339	EUR TITLE Christopher Innes Cambridge Companion to George Bernard Shaw Jo Gill		COMMENT	30-APR-2020		46473815 SELLING PRICE	UNIT COST 99 17.49	VAL	UE 7.	555 555 DISCOUNT %	5 55	VALUE 17.49	CODE Ze
INVDICE 46473815 LINE PRODUCT CODE 1 0521566339	CXRFC020412 ISBN 9780521566339 9780521606851	EUR TITLE Christopher Innes Cambridge Companion to George Bernard Shaw Jo Gill Cambridge Companion to Sylvia Plath John N. Serio		СОММЕНТ	30-APR-2020 ORDER NO CXRFC020412	CUST REF	46473815 SELLING PRICE 24.3	UNIT COST 99 17.49 99 13.99	1	UE 7. 6.	555 555 DISCOUNT %	5 55 30.00	VALUE 17.45 13.95	CODE 2 Ze 2 Ze
INVOICE 46473815 LINE PRODUCT CODE 1 0521566339 2 0521606853	CXRFC020412 ISBN 9780521566339 9780521606851	EUR TITLE Christopher Innes Cambridge Companion to George Bernard Shaw Jo Gill Cambridge Companion to Sylvia Plath John N. Serio		COMMENT	30-APR-2020 ORDER NO CXRFC020412 CXRFC020412	CUST REF CXRR0904GH	46473815 SELLING PRICE 24.3 19.4 20.9	UNIT COST 39 17.49 39 13.99 39 14.69	1	UE 7. 6. 6.	555 555 DISCOUNT % 50 00	5 55 30.00 30.00	VALUE 17.49 13.99 14.69	CODE 2 Zer 2 Zer

BATCH STATUS HISTORY

Status Date	Status	Outstanding	Value	User
16-AUG-2021 08:10 GMT	Open		0.00	Batch

LINE	PRODUCT CODE	ISBN	TITLE	COMMENT	ORDER NO	CUST REF	SELLING PRICE	UNIT COST	QTY	DISCOUNT VALUE	DISCOUN	T %	NET VALUE	VAT CODE
1		9780241432143	Bari Weiss How to Fight Anti-Semitism		Feb20	Feb20	14.99	7.87	2	14.24		47.50	15.74	Zero
<i>←</i>	1					QUANTITY	DISCOUNT	VALUE	TO	TAL SELLING	PRICE	VAT V	ALUE	VALUE
						2		14.2	24		29.98		0.00	15.74

BATCH STATUS HISTORY

Status Date	Status	Outstanding Value	User
02-APR-2020 16:05 BST	Open	15.74	Batch
22-AUG-2022 16:35 GMT	Authorised	15.74	Batch
23-AUG-2022 09:45 GMT	Open	15.74	Roshni Sedani
23-AUG-2022 10:15 GMT	Authorised	15.74	Batch
23-AUG-2022 14:20 GMT	Open	15.74	Roshni Sedani
02-SEP-2022 09:26 GMT	Authorised	15.74	Batch

• "Batch Status History" box shows all the changes made to a transaction with names and dates.

• Mark an invoice as "Not Paying" to settle it outside the Batch system by your usual payment method.

			All Suppliers Status Open Verified Authorised Not paying Cleared Transactions: EUR Due up to 30-Oct-2022. Status: Not Paying Status Status Transactions: EUR Due up to 30-Oct-2022. Status: Not Paying Transactions: EUR Due up to 30-Oct-2022. Status: Not Paying Status Transactions: EUR Due up to 30-Oct-2022. Status: Not Paying Cleared Cleared Open of Verified Authorised Mutorised by 26-Oct-2022. Status: Not Paying Cleared Open of Verified Authorised Due Date VALUE OutStanding OutStanding Status Open of Not Paying Open of Verified Authorised Due Date VALUE OutStanding Status Open of Not Paying Open of Verified Authorised Due Date VALUE OutStanding Status Open of Not Paying Open of N	Admin ~							
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Suppli	er	(All Supp	bliers	~	Status	All Open	Verified Authorised	Not paying	Cleared	
-		-	-								
1		allis	Dow	nload Transactions: E	EUR Due up to 30-	Oct-2022. Status: Not P	aying				
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Hillside Books - demo acc	Period Summa	ries ^ I	Reports Y A	dvanced Search	
Current Period Summa	Future Future by Month				
VOICES DUE BY 31-OCT-20	Past Remittances.	and the second s			
EUR		31-AUG-			
SUPPLIER	OPEN	VE 2018	ISED	OUTSTANDING AMOUNT	AUTHORISE
Nationwide Distributors - DEMO AC	C <u>32</u>	2018	0	<u>1.208.36</u>	A
TOTALS	32	2011	0	1,208.36	A
		2008			
GBP		2004			
SUPPLIER	OPEN	VERIFIED	AUTHORISED	OUTSTANDING AMOUNT	AUTHORISE
Cambridge University Press	<u>9</u>	0	0	<u>3.86</u>	A
Gardners Books Ltd	1	0	0	<u>1.00</u>	A
Macmillan Distribution (MDL)	<u>87</u>	<u>17</u>	0	43,125.81	A
Nationwide Distributors - DEMO AC	C <u>7,429</u>	Z	0	400,389.93	A
Wiley & Sons Ltd	106	0	0	40,715.44	A
TOTALS	7,632	24	0	484,236.04	A

- Select "Past Remittances" to see previous transactions.
- Note: you will only have past periods listed if a payment was made.

Batch		GLN 5	SAN Postcode Er	Admin ~	My Sites 🗡	Janet Ravenscroft
Hillside Books - DEMO ACC						
Period Summaries *	Reports ~	Advanced Search	GBP	Quick s	search	Q 7

Remittance Summary

TRANSACTIONS FOR PERIOD ENDING 31ST AUG 2022

	Download C	BP Remittance
PAID TRANSACTIONS	P	AID VALUE
	1	7.12
	1	63.60
	2	70.72
	Download	ISD Remittance
PAID TRANSACTIONS	And a state of the	AID VALUE
	<u>70</u>	<u>5,952.71</u>
	70	5,952.71
		PAID TRANSACTIONS P/ 1 2 Download U PAID TRANSACTIONS P/ 70

• Choose to download past remittances as CSV files.

• View a PDF copy of a supplier's invoice, where available. Click on the icon to open the file.

urrency	: GBP		Outst	anding: 0.00 Auth	orised by 26-C	Oct-2022 : 0.00	Ready for payment: 0.00									
A	٧	N	c		TYPE	INVOICE NO	CN, CLAIM OR INV REF#	DUE DATE	VALUE	OUTSTANDING	5	STATUS	DATE AUTHORISED	CLAIM VIEW	POF	OP
	0	0	0	← Set all transactions	s on this page	to the same status										
	0	0	Ó	13-OCT-2022	Inv	03ZF5820IW		01-NOV-2022	19.34		19.34 (Open				
	0	0	0	13-OCT-2022	Inv	03ZF56301W		01-NOV-2022	384.22		384.22 0	Open				
	0	0	0	13-OCT-2022	Inv	031J4599503		01-NOV-2022	20.00		20.00 0	Open				
	0	0	0	13-OCT-2022	Inv	03IJ4599511		01-NOV-2022	20.00		20.00 0	Open				
0	\circ	0	0	13-OCT-2022	Inv	039001835524		01-NOV-2022	107.20		107.20 0	Open			POF	
•	0	0	0	13-OCT-2022	Inv	039001835433		01-NOV-2022	585.04		585.04 0	Open			PDF	
0	0	0	0	13-OCT-2022	Inv	03106683881		01-NOV-2022	214.84		214.84 (Open			PDF	
0	0	0	0	13-OCT-2022	Inv	03106684061		01-NOV-2022	36.25		36.25 0	Open			PDF	
•	0	0	0	13-OCT-2022	Inv	03106684087		01-NOV-2022	214.84		214.84	Open			POF	
•	0	0	0	13-OCT-2022	Inv	03106684060		01-NOV-2022	36.25		36.25 0	Open			PDF	
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- See outstanding transactions, as "Future" and "Future by Month".
- Bring transactions forward from Future Periods to Current using the clock icon.

	Batch			
Hillside Books - DEMO ACC	Period Summaries A Report	s Y Adva	nced Search	
	Current			
Future Period Summar	Future			
INVOICES DUE AFTER 31ST	Future by Month Past Remittances >	1		
To bring forward transactions to the cu	rrent period, click the 🕓 icon.			
SUPPLIER		OPEN		VERIFIED
Nationwide Distributors - DEMO AC	00	0	<u>118</u>	0
TOTALS		0	118	0



		Status Reports				
Current Period Summary NVOICES DUE BY 31-OCT-2022		Past Payment Bookseller St Supplier State	Status			
EUR						
SUPPLIER	01	CSV Download		RISED	OUTSTANDING AMOUNT	AUTHORISE
Nationwide Distributors - DEMO ACC		Transaction L Current Perio	ist Report d Transactions Statement	0	<u>1,208.36</u>	A
TOTALS			g Transactions Statement	0	1,208.36	A
		Transactions	ssued Last 7 Days			
GBP		Other Reports				
SUPPLIER	01	Auto-Unautho	rised Transactions	RISED	OUTSTANDING AMOUNT	AUTHORISE
Cambridge University Press		9	0	0	<u>3.86</u>	A
Gardners Books Ltd		1	0	0	<u>1.00</u>	A
Macmillan Distribution (MDL)		<u>84</u>	20	0	43,125.81	A
Nationwide Distributors - DEMO ACC		7,458	Z	0	403,312.08	A
Wiley & Sons Ltd		106	0	0	40,715.44	A
TOTALS		7,658	27	0	487,158.19	A

• Select a report from the "Reports" menu at the top of each page and click to download data.

Period Summaries *	Reports ^	Advanced Search			
	Status Reports				
	Past Payment St	atus			
У	Bookseller Status				
22	Supplier Status				

 Select "Bookseller Status" to see your live balance.

GBP						
	OUTSTANDING	BALANCES FOR PERIOD END	ING 31-0CT-2022			
	OPI	EN	VERIFIED	2	AUTHORISE	ED
	QTY	VALUE	QTY	VALUE	QTY	VALUE
Credit Notes	1,305	-155,099.97	0	0.00	0	0.00
Claims	85	2,976.03	1	9.09	0	0.00
Invoices	6,242	629,905.73	23	6,445.16	0	0.00
Balance	7,632	477,781.79	24	6,454.25	0	0.00
	τυο	STANDING BALANCES BY DUE	DATE			
	OPI	EN	VERIFIED	1	AUTHORISE	ED
DUE DATE	YTQ	VALUE	QTY	VALUE	OTY	VALUE
31-OCT-2022	285	30,969.44	0	0.00	0	0.00
30-SEP-2022	256	22,819.55	5	47.54	0	0.00
31-AUG-2022	164	8,182.68	0	0.00	0	0.00
31-JUL-2022	267	13,365.72	0	0.00	0	0.00

Enter Claim

Hillside Books - E 123 Acevent Drive Pollock Branshire Lanes LA49 2BB United Kingdom <u>eileen.kelly@batc</u> roshn.sedani@ba lorraine.kelly@bat SAN: xyxyxx GLN: 50306711111	h.co.uk Itch.co.uk Itch.co.uk					Jacksor West Ro Chingbo Hants EB1 3SI United H eileen.k roshni.s Iorraine	oad orough				1
NVOICE NO	ORDER NO	CURRENCY	INVOI	CE DATE	8	DUE DATE	VAT NUMBER	EXISTING	CLAIMS ON TH	IS INVOICE	
03ZD4170IW	01/08/2022	GBP	29-SEF	-2022		01-OCT-2022	555 5555 55	None			
Set all lines to the sa Invoice Details	ame reason				-			Claim Details (Only applied if	a reason is selecte	d)	Validate Entries Cancel
ISBN	TITLE		ORDER	VAT	NET VALUE	REASON Select a reason		UNIT	QTY	DISCOUNT	DISCOUNTS
1 9781785304293			01/08/2022	Zero	20.00	Overstock: stock surplus	s to requirement k, or pre-authorised by supplier	10	1		0.00
2 9781782277910	Ludwig Bemelmans Hotel Splendide		01/08/2022	Zero	13.49		damaged	-	3		55.00
3 9781783787371	Sayaka Murata Life Ceremony		01/08/2022	Zero	5.85	Item supplied and invoid	ed not ordered	19	1		55.00
4 9781788452809	Jamie Smart Bunny vs Monkey: Rise of the	Maniacal Badger	01/08/2022	Zero	4.05	Shortage - quantity invo	iced not supplied in full	1	1		55.00
5 9781839940491	Pamela Butchart Secret School Invasion		01/08/2022	Zero	3.99	Order cancelled by custo Incorrect discount given			1		50.00
6 9781471403989	E. Lockhart We Were Liars		01/08/2022	Zero	3.80	Incorrect price on invoic Consignment stock: Onl	e y use if you hold a Consignment Ac	c	1		52.50
	Tsitsi Dangarembga			-		Co	1	[a.a.c.	1 G		

• Make a **Claim** online by selecting a reason from the dropdown menu and clicking "Validate Entries". • Click on "Create Claim" to send the claim directly to the supplier.

				GLN: 50				
INVOICE NO	DRDER NO	CUBRENCY	INVOICE DATE	DUE DATE.	VAT NUMBER	EXISTING CLAIMS	ON THIS INVOICE	
4647398X	460185	EUR	10-MAR-2020	30-APR-2020	555 5555 55	None		
								Create Claim Ear
Invoice Details						Claim Data	ie .	
# 15BN	TITLE	ORDER NO	VAT NET CODE VALUE	REASON		UNIT	DIS VID	LUE DIBCOUNT ~
1 9780521000383	Clive Hambler Conservation	460185	Zero	120.60 Supplied item has a manufacturin	ng defect	0.00	6	0.00 33.00
	VAT Breakdown			Claury Totals				Create Claim Eak C
	VAT CODE	VAT RATE NET VALUE	VAT VALUE	DISCOUNT VALUE	VAT VALUE VALUE			Create Claim Ean
	Zero	0.00	120.60	0.00	59.40	120.60		
	Standard	0.00	0.00	0.00				

• Click on C/N to see details of the credit note.

Credit Note 0591384316 Hilade Books - DEMO ACC 123 Acevent Onve Poliock Branshire Lanes LARS 200 United Kingdom multihatch.co.uk SAN: xyxyyx GLN: 5030673111111						Nationwide Datr Jackson House West Road Chingborough Hants ED1 35H United Kingdom mail & mariaquinr GLN: S013111131								
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CREDIT WOTE NUMBER 0591384316	1000	TITLE			CLAIM NUMBER	REASON	WYOICE NUMBER SELLING PRICE	ONDER NU UNIT CREDIT VALUE	UMDER QTV	and a second second	INVOICE DATE DISCOUNT 1		10000	6
CREDIT WOTE NUMBER 0591384316	12-OCT-2022						SELLING	UNIT CREDIT		GBP		SSSSSS NET VALUE	555 VAT	
CREDIT WOTE NUMBER 0591384316 LINE 155N	12-OCT-2022	TITLE Priya Satia	01-Oct-2022			REASON	SELLING	UNIT CREDIT	QTV	GBP DISCOUNT VALUE		5555555 NET VALUE 11	VAT CODE	Zero
CREDIT NOTE NUMBER 0591384316 LINE (5BN 1 9780141993928	12-OCT-2022	TITLE Priya Satia Time's Monster Dan Hooke	01-Oct-2022			REASON 23 : Sale or return	SELLING	UNIT CREDIT	QTV 11.54	GBP DISCOUNT VALUE		5555555 NET VALUE 11	VAT CODE	Zero Zero
1 9780141993928 2 9780241446430	12-OCT-2022	TITLE Priya Satia Time's Monster Dan Hocke Climate Emergency Rachel Allen	01-Oct-2022			REASON 23 - Sale or return 23 - Sale or return	SELLING	UNIT CREDIT	QTV 11.54 6.82	GBP DISCOUNT VALUE		5555555 NET VALUE 11	VAT CODE 1.54	Zero Zero Zero Zero

Powerful new search facility

 "Advanced Search" lets you filter your search to locate a transaction. Narrow the search to your specific requirements.

Hillside Books - demo acc	Period Summaries Y	<u>Reports</u> *	Advanced Se	earch	GBP	Ƴ Qu
Supplier All Suppliers	✓ Status	✓ All ✓ Ol Cleared	pen 🔽 Verified	Authorised	Not paying	
Currency		GBP				
Transaction Type	🔽 Invoices 🛛 🔽 C	redits 🔽 Claims	5			
Location	All		×			
Due Date	Current Period	Future Period	All Dates			
Clear	From		То			
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Search Parameters	Invoice, Credit Note, C	Claim No Custo	omer ref, Order ref	, Barcode ref, Deli	very Note no	BN
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Adam Hewson, Sheen and Kew Bookshops