



## A BOOKSELLER'S GUIDE TO USING BATCH PAYMENTS

**Batch Ltd** is wholly owned by The Booksellers Association of the UK and Ireland (BA). The system has been designed to help the book trade reduce overheads in the supply chain by improving communication between suppliers and their customers, therefore allowing organisations of all sizes to enjoy the advantages of trading electronically.

### How it works

Booksellers make a single direct debit or bank transfer that covers payment to all their suppliers. In turn, suppliers receive one payment for all authorised invoices from Batch customers around the world. The service lets booksellers view all their invoices and credits as they are raised, which will usually be before the goods are delivered. This means that the people checking deliveries as they arrive can **verify** the relevant invoice on their Batch account then **authorise** the ones they wish to pay via Batch. Suppliers can see which invoices have been authorised for payment on the Batch website.

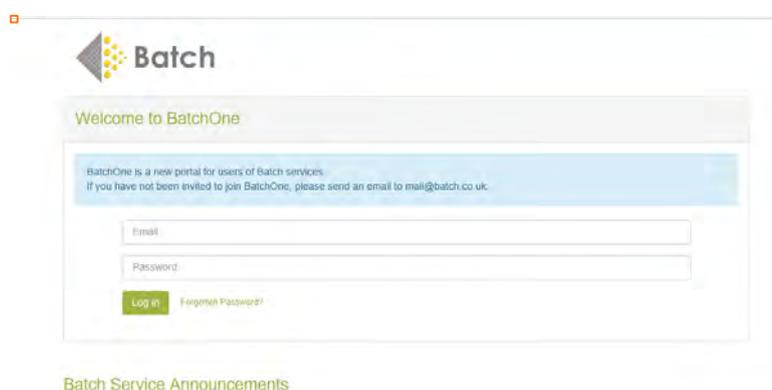
Booksellers and suppliers log on to Batch via our secure portal, **BatchOne**. (If you have not yet been invited to join BatchOne, send an email to [mail@batch.co.uk](mailto:mail@batch.co.uk).)

### GETTING STARTED

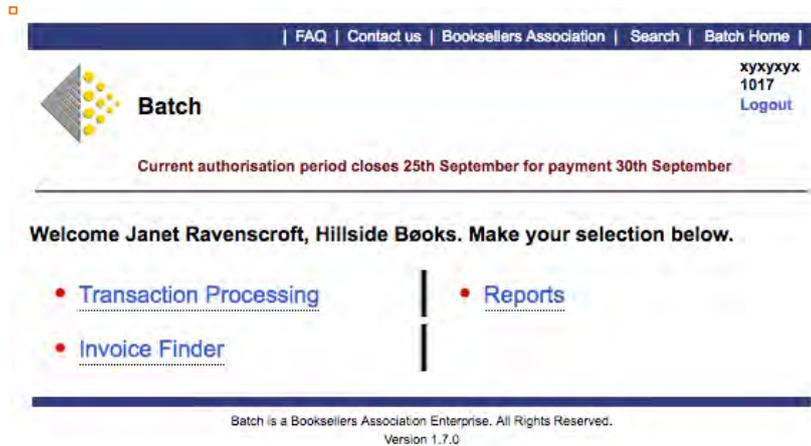
Go to [www.batch.co.uk](http://www.batch.co.uk) then click on 'BatchOne Login'.



On the login page, enter the email address you used to register, followed by your password. You can then access the main **Batch Payments** website.



## Main Menu



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 **Batch**

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1017  
[Logout](#)

Current authorisation period closes 25th September for payment 30th September

Welcome Janet Ravenscroft, Hillside Books. Make your selection below.

- [Transaction Processing](#)
- [Reports](#)
- [Invoice Finder](#)

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Version 1.7.0

### Transaction Processing

– Select **Transaction Processing** to see your invoices, credit notes and claims: Past, Current and Future.

### Invoice Finder

– Enter a delivery note number, order reference, bar code or invoice number on the **Invoice Finder** screen to locate that invoice.



▼ Invoice Finder

Delivery Note Number  
or Order Reference  
or Barcode Reference  
or Invoice No

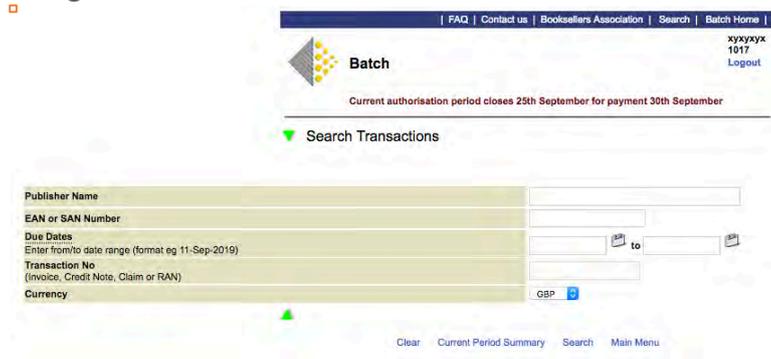
[Clear](#) | [Find Invoice](#) | [Main Menu](#)

### Reports

– Selecting **Reports** from the Home page leads to a list of reports and balances for your bookshop.

### Transaction Processing

Selecting **Transaction Processing** from the Home page leads to the **Search Transactions Screen**. From here you can search by a single supplier by their EAN or SAN, their name, by different time spans or by a single transaction number.



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Current authorisation period closes 25th September for payment 30th September

▼ Search Transactions

Publisher Name   
 EAN or SAN Number   
 Date Dates  to   
Enter from/to date range (format eg 11-Sep-2019)  
 Transaction No   
(Invoice, Credit Note, Claim or RAN)  
 Currency

[Clear](#) | [Current Period Summary](#) | [Search](#) | [Main Menu](#)

The next screen shows all transactions for Nationwide Distributors.

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Current authorisation period closes 25th September for payment 30th September

Show Transactions For Hillside Books - DEMO ACC  
Nationwide Distributors - DEMO ACC Only

Filter transactions by branch: Hillside Books - DEMO ACC

Filter transactions by status: All

R	A	N	C	Trade Date	Type	View PDF	Invoice No	CN, Claim or Inv Ref#	Due Date	Status	Claim View	Date Authorised	Currency	Value	Outstanding
Nationwide Distributors - DEMO ACC															
Authorised by 25-Sep-2019															
Ready For Payment															
				11-Sep-2019	Inv		03P420694		31-Oct-2019	Open			GBP	8.00	8.00
				11-Sep-2019	Inv		03P420695		31-Oct-2019	Open			GBP	8.00	8.00
				11-Sep-2019	Inv		03P420696		31-Oct-2019	Open			GBP	80.00	80.00
				11-Sep-2019	Inv		03P420697		31-Oct-2019	Open			GBP	53.54	53.54
				11-Sep-2019	Inv		03P420698		31-Oct-2019	Open			GBP	478.78	478.78
				11-Sep-2019	Inv		03P420699		31-Oct-2019	Open			GBP	14.29	14.29
				11-Sep-2019	Inv		03P420700		31-Oct-2019	Open			GBP	8.09	8.09
				11-Sep-2019	Inv		03P420701		31-Oct-2019	Open			GBP	53.54	53.54
				11-Sep-2019	Inv		03P420702		31-Oct-2019	Open			GBP	82.16	82.16
				11-Sep-2019	Inv		03P420703		31-Oct-2019	Open			GBP	82.16	82.16
				11-Sep-2019	Inv		03P420704		31-Oct-2019	Open			GBP	8.09	8.09
				10-Sep-2019	Inv		03P420705		31-Oct-2019	Open			GBP	9.98	9.98
				10-Sep-2019	Inv		03P420706		31-Oct-2019	Open			GBP	330.29	330.29
				10-Sep-2019	Inv		03P420707		31-Oct-2019	Open			GBP	255.93	255.93
				10-Sep-2019	Inv		03P420708		31-Oct-2019	Open			GBP	143.43	143.43
				10-Sep-2019	Inv		03P420709		31-Oct-2019	Open			GBP	9.88	9.88
				10-Sep-2019	Inv		03P420710		31-Oct-2019	Open			GBP	30.78	30.78
				10-Sep-2019	Inv		03P420711		31-Oct-2019	Open			GBP	327.11	327.11
				09-Sep-2019	Inv		03P420712		31-Oct-2019	Open			GBP	34.81	34.81
				09-Sep-2019	Inv		03P420713		31-Oct-2019	Open			GBP	294.02	294.02
				09-Sep-2019	Inv		03P420714		31-Oct-2019	Open			GBP	118.09	118.09

Select **Current Period Summary** to see all transactions by currency and supplier for the Current Period i.e. up to the date shown at the head of each screen.

Batch Home | Search | Batch Home | xxyxyx 1017 Logout

Current authorisation period closes 25th September for payment 30th September

Search Transactions

Publisher Name:

EAN or SAN Number:

Due Dates: Enter from/to date range (format eg 11-Sep-2019)  to

Transaction No (Invoice, Credit Note, Claim or RAN):

Currency:

Clear Current Period Summary Search Main Menu

### Period Summaries Screen

– See all your transactions for past, present and future clearance dates by supplier.

Batch Home | Search | Batch Home | xxyxyx 1017 Logout

Current authorisation period closes 25th September for payment 30th September

Period Summary for Hillside Books - DEMO ACC  
Invoices Due By 30-Sep-2019

Show Period: Current

Company Name	Open Transactions	Outstanding	Authorise All	Verified Transactions	Authorised Transactions	Amount to be paid to Batch
<b>Currency : EUR</b>						
Nationwide Distributors - DEMO ACC	121	-28,915.45		0	0	0.00
Pearson Education Ltd	127	45,846.79		0	0	0.00
<b>Totals</b>	<b>248</b>	<b>16,931.34</b>		<b>0</b>	<b>0</b>	<b>0.00</b>
<b>Currency : GBP</b>						
Deagge Learning EMEA	1	35.00		0	0	0.00
Human Kinetics Europe Ltd	2	-11.40		0	0	0.00
Litenington Book Services Ltd	110	36,827.05		0	0	0.00
Macmillan Distributor (MCL)	128	45,846.79		0	0	0.00
Marston Book Services	89	25,679.74		0	0	0.00
McGraw-Hill Education	47	21,863.63		0	0	0.00
Nationwide Distributors - DEMO ACC	489	-51,413.24		3	0	0.00
New Economics Foundation	2	3.00		0	0	0.00
Wiley & Sons Ltd	88	35,181.21		0	0	0.00
<b>Totals</b>	<b>852</b>	<b>214,726.66</b>		<b>3</b>	<b>0</b>	<b>0.00</b>
<b>Currency : USD</b>						
Cambridge University Press	1	19.03		0	0	0.00
Nationwide Distributors - DEMO ACC	54	6,004.58		1	6	0.00
<b>Totals</b>	<b>55</b>	<b>6,023.61</b>		<b>1</b>	<b>6</b>	<b>0.00</b>



Use the **Show Period** dropdown box to choose Past, Current or Future clearance dates. There are two future options: **Future** displays the total for all suppliers by all dates; **Future by Month** displays all suppliers, but by due date. In this example, payments are only due to one supplier by 31 October 2019:

Period Summary for Hillside Books - DEMO ACC

Show Period: Future by Month

Currency : GBP

Due By	Open Transactions	Outstanding Transactions	Outstanding	Authorise All	Verified Transactions
31-OCT-19	63	63	5,932.39		0
<b>Totals</b>	<b>63</b>	<b>63</b>	<b>5,932.39</b>		<b>0</b>

Main Menu

- \* **Current** displays transactions by supplier for the Current Period i.e. until the date shown for payment at the head of each screen. Clicking on any of the links in **blue** will show you how these amounts are made up.
- \* **Open Transactions** have not yet had any changes made to them.
- \* **Outstanding** This is the total value of transactions that have not been authorised for the current payment period.
- \* **Verified Transactions** have been checked to ensure that the goods have been received and the invoice details are correct.
- \* **Authorised Transactions** This is the total value of those transactions that have been authorised for the current period.
- \* **Amount to be paid to Batch** is the total value for all suppliers that has been authorised and which **must** be paid into the Batch GBP, Euro or \$US bank accounts by the due date.

Click on any of the items in the **Open Transactions** or **Outstanding** columns to see details of what is included in that transaction. **Note:** All the financial information displayed is given to us by the supplier, including the due date.

Transactions can be filtered by clicking on the drop-down box **Filter transactions by status**. The filter options are **All, Authorised, Verified, Not Paying though Batch, Open** and **Open or Verified**.

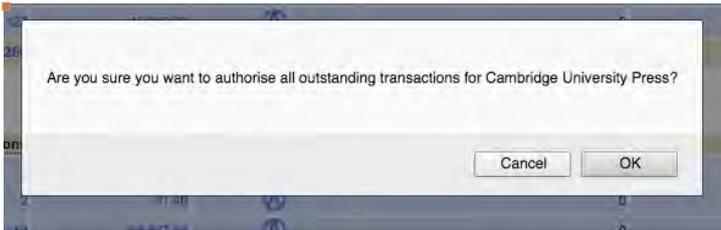
Filter transactions by branch: Hillside Books - DEMO ACC

Filter transactions by status: Open or Verified

Showing transactions due up to 30-Sep-2019. Page 1

R	A	N	C	Trans Date	Type	View PDF	Invoice No	CH, Claim or Inv Ref#	Due Date	Status	Claim View	Date Authorised	Currency	Value	Outstanding
<b>Nationwide Distributors - DEMO ACC</b>														0.00	0.00
<b>Authorised by 25-Sep-2019</b>														0.00	0.00
<b>Ready For Payment</b>															
				06-Mar-2019	Inv		9857222		30-Apr-2019	Open			USD	1,772.62	1,772.62
				04-Feb-2019	Inv		9857234		15-Feb-2019	Open			USD	1,772.62	1,772.62
				12-Jun-2018	Claim		017596948	133254	30-Apr-2012	Open	Sent to Supplier		USD	17.38	17.38
				15-Mar-2017	Claim		01757272	121647	30-Apr-2012	Open	Sent to Supplier		USD	9.35	9.35
				11-Apr-2012	Inv		01757318		30-Apr-2012	Open			USD	25.45	25.45
				11-Apr-2012	Inv		01757327		30-Apr-2012	Open			USD	22.19	22.19
				11-Apr-2012	Inv		01757208		09-Aug-2012	Open			USD	180.80	180.80
				11-Apr-2012	Inv		01757224		30-Apr-2012	Open			USD	15.74	15.74

- \* **Authorise All** Select this button on the **Period Summaries Screen** to authorise all outstanding transactions for payment by the clearance date shown at the top of every page. You will have the option to change your mind:



### Note: Verify then Authorise

Select **Filter transactions by status/Verified** to find and then **Authorise** invoices that have already been checked and verified in the shop.

Batch

Current authorisation period closes 25th September for payment 30th September

Show Transactions For Hillside Books - DEMO ACC  
Nationwide Distributors - DEMO ACC Only

Filter transactions by branch: Hillside Books - DEMO ACC

Filter transactions by status: Verified

Showing transactions due up to 30-Sep-2019. Page 1

R	A	N	C	Trans Date	Type	View PDF	Invoice No	CN, Claim or Inv Ref#	Due Date	Status	Claim View	Date Authorised	Currency	Value	Outstanding	
Authorised by 25-Sep-2019																
Ready For Payment																
				11-Jun-2018	Inv		011188018		26-Jul-2018	Verified			GBP	6.00	6.00	
				10-Jun-2019	Inv		03393284V		11-Jul-2019	Verified			GBP	11.00	11.00	
														170.43	170.43	
Grand Totals For All Suppliers for period ending 30-Sep-2019																
														Open Transactions	218,853.02	218,538.61
														Verified Transactions	181.45	181.45
														Authorised by 25-Sep-2019	6.00	6.00
														Ready For Payment		0.00

### Show Transactions Screen – Nationwide Distributors Only

Batch

Current authorisation period closes 25th September for payment 30th September

Show Transactions For Hillside Books - DEMO ACC  
Nationwide Distributors - DEMO ACC Only

Filter transactions by branch: Hillside Books - DEMO ACC

Filter transactions by status: Open or Verified

Showing transactions due up to 30-Sep-2019. Page 1

R	A	N	C	Trans Date	Type	View PDF	Invoice No	CN, Claim or Inv Ref#	Due Date	Status	Claim View	Date Authorised	Currency	Value	Outstanding
Authorised by 25-Sep-2019															
Ready For Payment															
				30-Aug-2019	Inv		03L90144NV		30-Sep-2019	Open			GBP	9.14	9.14
				29-Aug-2019	Inv		03K90002092F		30-Sep-2019	Open			GBP	16.92	16.92
				29-Aug-2019	Inv		03L858399W		30-Sep-2019	Open			GBP	315.17	315.17
				29-Aug-2019	Inv		03L858401W		30-Sep-2019	Open			GBP	17.67	17.67
				28-Aug-2019	Inv		03K90002556E		30-Sep-2019	Open			GBP	85.88	85.88
				28-Aug-2019	Inv		03L858288W		30-Sep-2019	Open			GBP	17.67	17.67
				28-Aug-2019	Inv		03K9000252205		30-Sep-2019	Open			GBP	153.78	153.78
				28-Aug-2019	Inv		03K900025554E		30-Sep-2019	Open			GBP	73.65	73.65
				28-Aug-2019	Inv		03L985259W		30-Sep-2019	Open			GBP	372.07	372.07
				28-Aug-2019	Inv		03B0184881		30-Sep-2019	Open			GBP	10.50	10.50
				28-Aug-2019	Inv		03K949506E		30-Sep-2019	Open			GBP	10.50	10.50
				28-Aug-2019	Inv		03L519971V		30-Sep-2019	Open			GBP	161.70	161.70
				28-Aug-2019	Inv		03L823846W		30-Sep-2019	Open			GBP	191.48	191.48
				28-Aug-2019	Inv		03L954920V		30-Sep-2019	Open			GBP	168.38	168.38
				28-Aug-2019	Inv		03L954496W		30-Sep-2019	Open			GBP	4.72	4.72
				28-Aug-2019	Inv		03L523620W		30-Sep-2019	Open			GBP	161.61	161.61
				28-Aug-2019	Inv		03L816860V		30-Sep-2019	Open			GBP	161.70	161.70
				27-Aug-2019	Inv		03K949394Z		30-Sep-2019	Open			GBP	462.55	462.55

On the left-hand side are the **Actions** you can perform. **Note:** Not all users will see all the available options. Access to these will depend on the permissions granted to each user by a business's owner.

**R = Restore to Open** reverses an action and changes the status back to Open.

**A = Authorise** Select this to indicate which transaction will be paid to the supplier at the due date.

**V = Verify** Select this to indicate that the goods received have been checked against the invoice and are correct. (Not shown in this example.)



**N = Not Paying** removes the transaction from the balance total. These are items that will be paid outside Batch, for example by credit card.

**C = Cancel** cancels any action made before **Update** has been selected. After that, you need to open the invoice and select **R = Restore to Open**.

Other headings:

**Trans date** – sorts by the date of the transaction.

**Type** – whether it is an invoice, claim or credit.

**View PDF** – if the supplier has supplied a PDF of the invoice, an icon will appear here. Click to open the PDF where available.

**Invoice number** – when transactions are sorted by this column, you will see invoices, claims and credits together.

**CN, Claim or Inv. ref#** – this column shows the credit note (CN), claim or invoice number.

**Due date** – date by which the transaction should be cleared.

**Status** – shows what actions have been taken e.g. authorised or verified.

**Claim View** – shows when a claim has been sent to the supplier.

**Date Authorised** – displays the date on which an invoice was authorised.

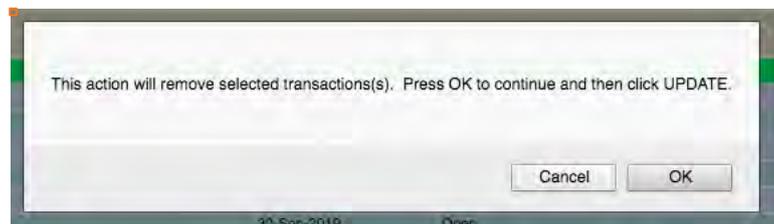
**Currency** – displays which currency the invoices are in: GBP, Euro or US dollar.

**Value** – this is the original invoice value.

**Outstanding** – this column displays the current invoice value after any claims have been taken into consideration.

### Not Paying

If you wish to pay an invoice by credit card or other method (ie. not via your Batch account), select **N = Not Paying** to remove it.



– You will see a warning box with the option to cancel the action.

– If you select OK, you can still select **C = Cancel** from the left-hand column up until you click **Update**.

– If you later decide to pay an invoice through Batch, select **R = Restore** then **Update** at any time before the authorisation date to undo any changes.

### Not Paying through Batch

To see the invoices that you have chosen not to pay through Batch, select **Not Paying through Batch** from the dropdown menu and this will show the list of those invoices.



Show Transactions For Hillside Books - DEMO ACC  
 Nationwide Distributors - DEMO ACC Only

Filter transactions by branch: Hillside Books - DEMO ACC															
Filter transactions by status: Not Paying through Batch															
Showing transactions due up to 30-Sep-2019. Page 1															
R	A	N	C	Trans Date	Type	View PDF	Invoice No	CN, Claim or Inv Ref#	Due Date	Status	Claim View	Date Authorised	Currency	Value	Outstanding
<b>Nationwide Distributors - DEMO ACC</b>															
Authorised by 25-Sep-2019															
Ready For Payment															
				08-Mar-2019	Inv		8859777		30-Apr-2019	Not Paying			EUR	0.00	0.00
				18-Jan-2018	Claim		46158486	126487	30-Apr-2012	Not Paying	Sent to Supplier		EUR	636.84	636.84
				08-Jan-2018	Claim		46473815	126200	30-Apr-2012	Not Paying	Sent to Supplier		EUR	46.17	46.17
				08-Jan-2018	Claim		4646924	123231	30-Apr-2012	Not Paying	Sent to Supplier		EUR	0.85	0.85
				10-Mar-2012	Inv		4645620K		30-Apr-2012	Not Paying			EUR	66.50	66.50
				01-Mar-2009	Claim		Euro 03	46463	31-Mar-2009	Not Paying	Sent to Supplier		EUR	44.89	44.89
				01-Mar-2009	Inv		Euro 03		31-Mar-2009	Not Paying			EUR	44.89	0.00
				12-Oct-2007	Claim		7988553Q	32727	16-Oct-2004	Not Paying	Sent to Supplier		EUR	35.12	35.12
				12-Oct-2007	Claim		7988553Q	32717	16-Oct-2004	Not Paying	Sent to Supplier		EUR	29.16	29.16
				12-Oct-2007	Claim		7988553Q	32711	16-Oct-2004	Not Paying	Sent to Supplier		EUR	29.16	29.16
				11-Oct-2007	Claim		7988553Q	32999	16-Oct-2004	Not Paying	Sent to Supplier		EUR	17.56	17.56
				11-Oct-2007	Claim		7988553Q	32896	16-Oct-2004	Not Paying	Sent to Supplier		EUR	17.56	17.56
				10-Oct-2007	Claim		7988553Q	32955	16-Oct-2004	Not Paying	Sent to Supplier		EUR	35.12	35.12
				09-Feb-2005	Claim		7988553Q	10613	16-Oct-2004	Not Paying	Sent to Supplier		EUR	175.62	175.62
				09-Feb-2005	Claim		7988553Q	10812	16-Oct-2004	Not Paying	Sent to Supplier		EUR	175.62	175.62
				16-Sep-2004	Inv		7988553Q		16-Oct-2004	Not Paying			EUR	832.49	117.57
<b>Set All</b>															
<b>Grand Totals For All Suppliers for period ending 30-Sep-2019</b>															
Open Transactions															
Verified Transactions															
Authorised by 25-Sep-2019															
Ready For Payment															
74,652.22															
0.00															
0.00															
0.00															

Select All from the dropdown menu to see all transactions with that supplier.

Filter transactions by branch: Hillside Books - DEMO ACC															
Filter transactions by status: All															
Showing transactions due up to 30-Sep-2019. Page 1															
R	A	N	C	Trans Date	Type	View PDF	Invoice No	CN, Claim or Inv Ref#	Due Date	Status	Claim View	Date Authorised	Currency	Value	Outstanding
<b>Nationwide Distributors - DEMO ACC</b>															
Authorised by 25-Sep-2019															
Ready For Payment															
				11-Sep-2019	Inv		03H420884		31-Oct-2019	Open			GBP	8.00	8.00
				11-Sep-2019	Inv		03H420884		31-Oct-2019	Open			GBP	8.00	8.00
				11-Sep-2019	Inv		03H420884		31-Oct-2019	Open			GBP	30.00	30.00
				11-Sep-2019	Inv		03H420884		31-Oct-2019	Open			GBP	53.54	53.54
				11-Sep-2019	Inv		03H420884		31-Oct-2019	Open			GBP	478.78	478.78
				11-Sep-2019	Inv		03H420884		31-Oct-2019	Open			GBP	14.29	14.29
				11-Sep-2019	Inv		03H420884		31-Oct-2019	Open			GBP	5.08	5.08
				11-Sep-2019	Inv		03H420884		31-Oct-2019	Open			GBP	53.54	53.54
				11-Sep-2019	Inv		03H420884		31-Oct-2019	Open			GBP	82.16	82.16
				11-Sep-2019	Inv		03H420884		31-Oct-2019	Open			GBP	82.16	82.16
				11-Sep-2019	Inv		03H420884		31-Oct-2019	Open			GBP	8.00	8.00
				11-Sep-2019	Inv		03H420884		31-Oct-2019	Open			GBP	9.99	9.99
				10-Sep-2019	Inv		03H420884		31-Oct-2019	Open			GBP	330.20	330.20
				10-Sep-2019	Inv		03H420884		31-Oct-2019	Open			GBP	255.93	255.93
				10-Sep-2019	Inv		03H420884		31-Oct-2019	Open			GBP	143.43	143.43
				10-Sep-2019	Inv		03H420884		31-Oct-2019	Open			GBP	9.98	9.98
				10-Sep-2019	Inv		03H420884		31-Oct-2019	Open			GBP	30.78	30.78
				10-Sep-2019	Inv		03H420884		31-Oct-2019	Open			GBP	327.11	327.11
				09-Sep-2019	Inv		03H420884		31-Oct-2019	Open			GBP	34.81	34.81
				09-Sep-2019	Inv		03H420884		31-Oct-2019	Open			GBP	204.02	204.02
				09-Sep-2019	Inv		03H420884		31-Oct-2019	Open			GBP	118.09	118.09

Selecting an invoice number brings up the detail that Batch receives from the supplier: this includes the order number, currency, invoice date, due date, discount and net value.

Invoice	Order No	Currency	Invoice Date	Due Date	VAT Number
03U56339W	17/06/2019	GBP	29-Aug-2019	30-Sep-2019	555 5555 55

Line	Product Code (ISBN)	EAN 13	Title	Comment	Order No. Cust Ref	Selling Price	Unit Cost	Qty	Discount Value	Discount %	Net Value	VAT Code
1	1786075199	9781786075192	Taylor Jones American Marriage		RS190823	8.99	4.95	2	8.10	45.00	9.88	Zero
2	1786076128	9781786076120	Robert Verkaik Rush Boys		RS190814	10.99	6.04	1	4.95	45.00	6.04	Zero
3	1786076128	9781786076120	Robert Verkaik Posh Boys		RS190815	10.99	6.04	1	4.95	45.00	6.04	Zero
4	1984894218	9781984894212	Richard Scary Richard Scary's Busy Airport		09082019	5.99	3.23	1	2.76	46.00	3.23	Zero
5	1984894234	9781984894236	Richard Scary Richard Scary's Busy Busy Farm		09082019	5.99	3.23	1	2.76	46.00	3.23	Zero
6	1786078808	9781786078802	Sarah Rainford Our Women in Havana		RS190819	9.99	5.49	1	4.50	45.00	5.49	Zero
7	1786073854	9781786073853	Will Dean Dark Phis: The tension is unraveling, and I can't wait for Tuva's next outing - Val McDermid		RS190822	8.99	4.94	1	4.05	45.00	4.94	Zero
8	1848127634	9781848127630	Sophie Green Hauling of Pelican City		120719	6.99	3.32	1	3.67	52.50	3.32	Zero
9	1787415007	9781787415003	Britta Teckentrup There are Bugs Everywhere		120719	12.99	6.17	1	6.82	52.50	6.17	Zero

## Making Claims

Filter transactions by branch: Hillside Books - DEMO ACC  
Filter transactions by status: Open or Verified

Showing transactions due up to 30-Sep-2019. Page 1

R	A	N	C	Trans Date	Type	View PDF	Invoice No	CN, Claim or Inv Ref#	Due Date	Status	Claim View	Date Authorised	Currency	Value	Outstanding
Nationalwide Distributors - DEMO ACC															
Authorised by 25-Sep-2019															
Ready For Payment															
				30-Aug-2019	Inv		03U9014INV		30-Sep-2019	Open			GBP	9.44	9.44 Claim
				29-Aug-2019	Inv		03U900020997		30-Sep-2019	Open			GBP	16.92	16.92 Claim
				29-Aug-2019	Inv		03U955399W		30-Sep-2019	Open			GBP	315.17	315.17 Claim
				29-Aug-2019	Inv		03U955340W		30-Sep-2019	Open			GBP	17.67	17.67 Claim
				29-Aug-2019	Inv		03U9000255566		30-Sep-2019	Open			GBP	95.88	95.88 Claim
				29-Aug-2019	Inv		03U955289W		30-Sep-2019	Open			GBP	17.67	17.67 Claim
				29-Aug-2019	Inv		03U9000255205		30-Sep-2019	Open			GBP	153.76	153.76 Claim
				29-Aug-2019	Inv		03U9000255546		30-Sep-2019	Open			GBP	73.65	73.65 Claim
				29-Aug-2019	Inv		03U955255W		30-Sep-2019	Open			GBP	372.07	372.07 Claim
				28-Aug-2019	Inv		03U9048481		30-Sep-2019	Open			GBP	10.80	10.80 Claim
				28-Aug-2019	Inv		03U9048506		30-Sep-2019	Open			GBP	10.50	10.50 Claim

From the list of **Open** transaction, you can select **Claim** from the right-hand column.

- Select your reason for each claim from a dropdown list then **Validate**.
- If you don't confirm but select **Back** from the menu bar, the claim will be undone.
- You can set the same reason for each item or choose different reasons as required.
- If you are happy that the claim is correct, simply click on **Confirm** at the bottom of the page to send the claim to the supplier's customer service department.
- Your claims will appear in the list of invoices and credits on your Batch account.

Invoice No: 03U56539W | Order No. Cust Ref: 17/66/2019 | Currency: GBP | Invoice Date: 29-Aug-2019 | Due Date: 30-Sep-2019 | VAT Number: 555 5555 55

Set all lines to the same reason:

Product Code (ISBN)	Title	Order No. Cust Ref	VAT Code	Net Value	Reason	Unit Cost	Qty	Disc. %	Discount Value
9781786079192	Tayan Jones American Marriage	RS190623	Zero	9.88	Overstock - stock surplus to requirement	9.89	2	45.00	
9781786076120	Robert Verkaik Pooh Boys	RS190614	Zero	6.04	Promotion or event stock, or pre-authorised by supplier	10.99	1	45.00	
9781786076120	Robert Verkaik Pooh Boys	RS190615	Zero	6.04	Item supplied and invoiced not ordered	10.99	1	45.00	
9781984864212	Richard Scary Richard Scary's Busy Busy Airport	08082019	Zero	3.23	Incorrect discount given	5.99	1	40.00	
9781984864236	Richard Scary Richard Scary's Busy Busy Farm	08082019	Zero	3.23		5.99	1	45.00	
9781786075802	Sarah Rainford Our Woman in Helsinki	RS190619	Zero	6.49	Overstock - stock surplus to requirement	9.99	1	45.00	
9781786073883	Will Dean Dark Prises: The tension is unrelenting, and I can't wait for Tura's next outing. - Val McDermid	RS190622	Zero	4.94	Promotion or event stock, or pre-authorised by supplier	8.99	1	45.00	
9781848127630	Sophia Green Housing of Peligan City	120719	Zero	3.32	Supplied item has a manufacturing defect	6.99	1	52.50	
9781787415003	Blitta Teckenrup There are Bugs Everywhere	120719	Zero	6.17	Item supplied and invoiced not ordered	12.99	1	52.50	
9781786701778	Mark Le Corde Haven't You Heard?	120719	Zero	6.07	Item recalled by supplier	16.99	1	52.50	
9781789461152	Christopher Berry-Dee Talking With Psychopaths and Savages: Beyond Evil	120719	Zero	4.32	Shortage - quantity invoiced not supplied in full	8.99	1	52.00	
9781787415164	Sam Usher 1762	120719	Zero	3.32	Incorrect price on invoice	6.99	1	52.50	
9781785765643	Asia Mackay Nursery	120719	Zero	3.80	Consignment stock: Only use if you hold a Consignment Acc	7.99	1	52.50	
9781471408274	Lucy Adlington Summerland	120719	Zero	3.80		7.99	1	52.50	

### Note: Trade Discount Error

If there has been a **Trade Discount Error**, you must claim for the extra discount. For example, if your standard discount is 40% and you were offered an extra 5% that was not invoiced correctly, submit a claim for the extra 5%, not for 45%.

## Reports Screen

– Selecting **Reports** from the Home page leads to a list of reports and balances for your business.

Batch

Welcome Janet Ravenscroft, Hillside Books. Make your selection below.

• Bookseller Status	• Publisher Status
• Report History	• Statement Report
• Statement Download	• Statement Download (All Transactions)
• Remittance Download	• Recent Invoices
• Invoice List	• Invoice and Credit List
• Invoice and Credit List (Due By)	• Bookseller Payment Status
• Auto-Unauthorised Transactions	• Main Menu



Select **Bookseller Status** to see your account activity and outstanding balances by due date in Euros, GBP and USD.

Bookseller Balances

Hillside Books - DEMO ACC

Currency : EUR

Outstanding Balances for Period Ending 30-Sep-2019						
	Open		Verified		Authorised	
	Qty	Value	Qty	Value	Qty	Value
Claims	24	523.82	0	0.00	0	0.00
Invoices	232	73,545.39	0	0.00	0	0.00
<b>Balance</b>	<b>256</b>	<b>74,069.21</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>

Outstanding Balances by Due Periods						
Due Ending	Open		Verified		Authorised	
	Qty	Value	Qty	Value	Qty	Value
30-Jun-2017	2	0.01	0	0.00	0	0.00
30-Apr-2012	254	74,069.20	0	0.00	0	0.00

Currency : GBP

Outstanding Balances for Period Ending 30-Sep-2019						
	Open		Verified		Authorised	
	Qty	Value	Qty	Value	Qty	Value
Credit Notes	2	-36.89	0	0.00	0	0.00
Claims	8	149.13	0	0.00	0	0.00
Invoices	843	218,428.37	2	181.45	0	0.00
<b>Balance</b>	<b>853</b>	<b>218,538.61</b>	<b>2</b>	<b>181.45</b>	<b>0</b>	<b>0.00</b>

Outstanding Balances by Due Periods						
Due Ending	Open		Verified		Authorised	
	Qty	Value	Qty	Value	Qty	Value
31-Oct-2019	140	10,800.87	0	0.00	0	0.00
30-Sep-2019	150	11,876.52	0	0.00	0	0.00
31-Aug-2019	156	13,582.53	0	0.00	0	0.00
31-Jul-2019	53	3,833.03	2	181.45	0	0.00
30-Jun-2019	21	4,821.23	0	0.00	0	0.00
31-May-2019	19	3,196.77	0	0.00	0	0.00
30-Apr-2019	6	4,007.92	0	0.00	0	0.00
31-Mar-2019	4	9,681.59	0	0.00	0	0.00
28-Feb-2019	1	272.00	0	0.00	0	0.00
28-Feb-2017	1	20.00	0	0.00	0	0.00
31-Oct-2014	1	15.00	0	0.00	0	0.00
30-Sep-2014	1	-26.40	0	0.00	0	0.00

Selecting **Main Menu** or clicking on the Batch logo will take you back to the Home page.

**Note:** The **green** arrows will take you to the top or bottom of the page, depending on whether they point up or down. If the number of transactions displayed is too great, then a **blue** arrow appears at the bottom of the list of transactions. An arrow pointing to the right will take you to the next page. An arrow pointing to the left will take you to the previous page.

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