

## Quick Start Guide to Running Your Bookshop with BatchLine

### 4 The Goods In Process

#### Overview

Goods in consists of the following steps, some of which are optional. A detailed description of each step is contained in this document.

- **Step 1:** Collect electronic invoices (optional)
- **Step 2:** Set up goods in session:
  - Supplier
  - Invoice number
- **Step 3:** Entering titles into the scanned goods in screen by:
  - Scanning
  - And /or Importing Supplier Invoice
  - And / or importing file (from handheld scanner)
- Optionally edit stock records (price, quantity in stock, etc.)
- **Step 4:** Completing (processing) the session
- Printing required reports
  - Discrepancy report
  - **Further options:**
    - Goods In with no associated Purchase Order
    - Dealing with damaged titles
    - Reprinting customer slips

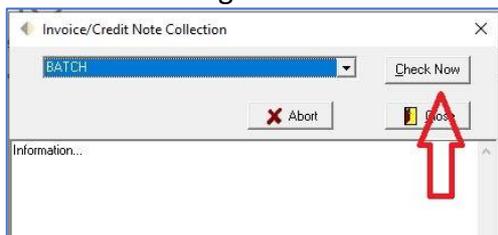
#### **Step 1: Collect electronic invoices (optional)**

Can be used in two ways:

- **Automatic checking of delivery.** Anything missing or additional to the invoice will be listed in the Discrepancy Report available at the end of the session.
- **Import.** The invoice can be imported directly in the session, removing the need for any scanning. This replaces the Process Invoice option.

#### **Collecting an electronic invoice**

1. Click on the Goods In icon in the left-hand side bar under Front Office.
2. Click on Collect then Check Now. Invoices will be downloaded and allocated to suppliers. Exit when the message “Invoice and Credit collection finished you may now exit” is displayed.





Each supplier must have their relevant GLN set up on the Supplier Details Form. See [Quick Guide – 3 Direct Ordering](#). (Visit <https://batch.co.uk/web/tools/register-with-suppliers> for all GLNs.)

Supplier Details  
Edit

Details Configuration Web Services

Gardners Books Ltd

Default Transmission Method: EDI via Batch

Supplier SAN: 0117265

Ordering EAN/GLN: 5030670117765

Returns EAN/GLN: 5013546113245

Invoicing EAN/GLN: 5013546113245

Invoice/Credit days to check:  (indicated by a red arrow)

Local Currency Supplier:

Record Dues (Default): N

Min Order Value: STG 100.00

Max Order Value: STG 1000.00

Order Check Value: STG 500.00

Default Discount: 0.00

Supplier PubEasy Affiliate Id: 505

## Step 2: Set up Goods In Session

1. Click on Scan Goods In. The following screen should appear. If it doesn't, you have multiple sessions still open. In this case click on New on the menu bar.

Scanned Goods In - Invoice Header Details

Supplier: ABT

Invoice Details:

Invoice Number:  Date: 23/03/2022

Electronic Invoice:  Date:

Match Against this Purchase Order:

OK Cancel

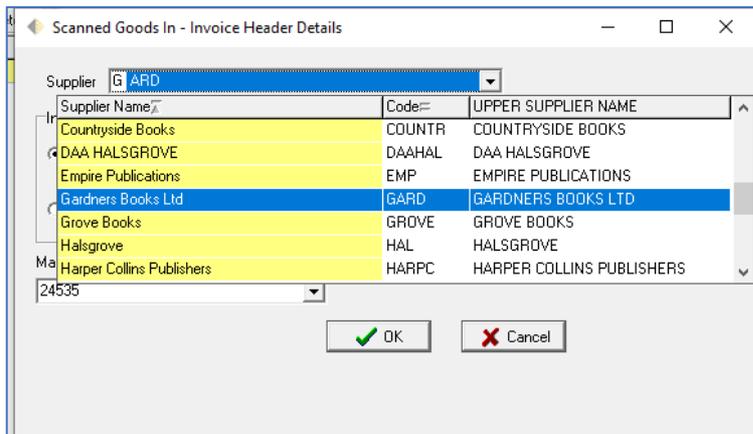
Scanned Goods In - Goods In Header Selection

Edit

Details New Delete Unlock

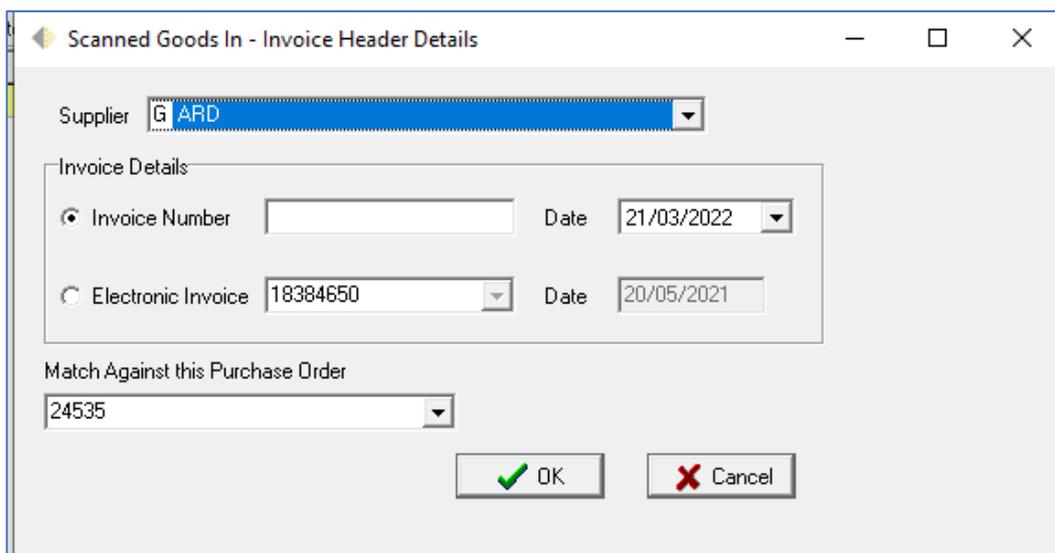
Head	Scan list details (Ctrl+D)	Date	Supplier
2373	2373	29/07/2021	Gardners Books Ltd

2. In the dropdown box, select the correct supplier for this delivery.



If the supplier is not available in the dropdown list, that supplier has an existing session still open. Either complete or delete that session.

3. Enter the invoice number manually in Invoice Number (where no electronic invoice number is available) or select from the items in the Electronic Invoice dropdown box.



- **Note.** An invoice number *must* be either entered or selected.
- There is no need to select the purchase order number for the session.

### Step 3: Entering titles into the Scanned Goods In screen

There are three simple methods for entering titles into the scanned goods in screen

- Scanning.
- Importing an invoice.
- Importing from a text file, when the delivery has been scanned with a remote scanner such as a Koamtac scanner. (Available to hire from BatchLine.)

## Scanning

- Make sure the cursor is in the scan field.
- Scan the title. The details of the title will appear in the line below:

- Repeat this process to scan all titles.
- 



**Multiple titles.** If there are multiple copies it is possible to enter the amount by selecting the Single Copy dropdown and Multiple Copy. In this mode, a title is scanned and the Amount needs to be entered into the Qty field followed by the Enter key on the keyboard to register the entry.

- **Editing a title.** If there is anything incorrect with the title it can be edited using the Stock Record button. Select Edit on the form and change as necessary.
- **Press the spacebar** on the keyboard and the stock record will open in Edit mode, allowing you to make your changes. Right click and select Save.
- **Price change.** As above select the Stock Record button and change the price as required.
- **Deleting a title.** If an item has been incorrectly entered, highlight the line and click on the Delete button.

## Importing Invoices

- **Electronic Import Selection.** If an electronic invoice has been collected as part of this process (see [Collecting an Electronic Invoice](#) on page 1) it is possible to import the entire invoice and confirm receipt. This process is the replacement for the Process Invoice method of previous versions. This method gives greater control over what is processed and –unlike Process Invoice – will not ignore No PO items.
- **Which Invoice?** The invoice imported is the one selected at the start of the process.
- **To Import.** Click on the Import Lines button and each individual line will be imported.
- **Edit and deletion of lines.** See the instructions for [Scanning](#) above.

## Importing from a file



If there is limited space for scanning or checking, titles can be scanned using a remote scanner such as a Koamtac. The resultant file can then be imported into Goods In.

- **Import File.** Use the Import ISBN button to import the file.
- **Edit and deletion of lines.** See the instructions for [Scanning](#) above.

### Step 4 Completing (processing) the session

The Goods In process is completed by Processing to add all items to stock. This will additionally make relevant Goods In reports available, including Mismatch Report and Customer Slips. Simply click on the Process button to do this.

No	ISBN	Title	Author	RRP	Rpt	Rpt Date
799	07163266	Easy Learning French Grammar	.	5.99		
799	64500363	Cycling France	Dillon, Sally	12.99		

## Printing required reports

This form is displayed once a Goods In Session has been processed. At the top of the form summary information will be displayed, plus the available reports.

<b>Total Books Checked In:</b>	7	<b>Books for Stock:</b>	5	<b>Books for Customer Orders:</b>	2
<b>Total Retail Value:</b>	85.93	<b>Stock Book Value:</b>	66.95	<b>Customer Book Value:</b>	18.98

Invoice Detail

Cancellation/Change

**Electronic Invoice Discrepancy**

Barcode Labels

Stock Replen List By: Category

Customer Slips

The available reports that can be printed (or previewed if a hard copy is not required) are:

- **Electronic Invoice Discrepancy.** This lists titles that are on the invoice and have not been scanned or have been scanned and are not on the invoice. This report is only available if there are discrepancies. If available, the report name will be bold. To print, tick the box.
- **Customer Slips.** Probably the most useful of system reports. These can be used as slips to identify books related to customers. At the time of sale, each slip has a barcode which should be scanned. Scanning the slip has two functions – to display the sale details on Open Bravo EPOS and, secondly, once the sale has been completed it will update the customer record to indicate the customer has taken the book.

- **Invoice Detail.** This prints a list of titles that were processed as part of the Goods In Session.
- **Barcode Labels.** Prints a barcode label for all titles.
- **Cancellation / Change.** This report works in tandem when an electronic invoice has been used as part of the session and there are cancellations or changes reported by the supplier. These should also be on the hardcopy invoice.
- **Stock Replenishment Report.** This is usually printed by category and provides a listing of titles in the session and what category those titles are in. It has been designed to help placing books on correct shelves.

## Further options and methods

### Goods In with no associated Purchase Order



A common problem when processing a delivery is caused by not having collected the **Supplier Acknowledgement**. If no Acknowledgement has been collected, in system terms the order is still Awaiting Despatch and therefore every inputted Goods In line will be flagged as No PO. To warn the user that this *may* have happened there are two warnings displayed:

- If there is an unacknowledged order outstanding for the selected supplier, BatchLine will pop up a warning once the OK button has been selected. At this point go back to the Order screen and collect the acknowledgement for that supplier.
- If titles are scanned, or imported and there is no outstanding Purchase Order for those title each No Purchase Order line will be **highlighted in red**. Options at that point are:
  - Exit from the session and do not process. Collect any outstanding acknowledgements and start the session again.
  - It may be a genuine No Purchase Order session in which case continue as normal, ignoring any red highlighting.

No	EAN/ISBN13	Title	Author	RRP	Rpt	Rpt Date	Category	Qty	PO	Line Ref	Cust Forename
800	9780008487591	Megamonster	Williams, David	14.99			Undefined	1		AutoNoPo	H
800	9780319362442	Lampeter & Llandoverey	Diridance, Surver	8.99			D.S. MAPS	1		AutoNoPo	D
800	9781472260529	The Black Dress	Moggach, Deboni	16.99			Undefined	1		AutoNoPo	H
800	9781474921206	Baby's Bedtime Music Book	Taplin, Sam	12.99			Undefined	1		AutoNoPo	H
800	9781843074292	Philp's Street Atlas Derbyshire		12.99			NON-FICTION - M	1		AutoNoPo	D
800	9781864500363	Cycling France	Dillon, Sally	12.99			TRAVEL	1	Bay24605	TEST220322	P a
800	9780007163266	Easy Learning French Grammar		5.99			LANGUAGES	1	Bay24605	TEST220322	a

### Dealing with damaged titles

It is possible to flag an item as damaged during the goods in process. Flagging a title provides the option to send it to a returns report or send it to a new order so the title can be reordered.

**Flagging.** To flag a title as damaged click on the Damaged tick box prior to scanning the item.

Scanned Goods In - Scanned Items

Edit

Process Import Lines Stock record Details Customer Details Delete

Add ISBN/EAN Import ISBN Change ISBN Assign to Customer Total Quantity : 30 Total RRP : 254.67

ISBN/EAN: 9780007215997 Qty: 1 Single Copy Damaged?

No.	EAN/ISBN13	Title	Author	RRP	Rpt	Rpt Date	Category	Qty	PO
801	9780007455935	The Lorax	Seuss,	6.99			Undefined	1	Bay24668
801	9780141369327	Revolting Rhymes	Dahl, Roald	8.99			Undefined	1	Bay24668
801	9780241407462	The Danger Gang	Fletcher, Tom	7.99			Undefined	1	Bay24668
801	9780241419830	Once Upon a Crime	Stevens, Robin	6.99			Undefined	1	Bay24668

The title will be highlighted in purple.

Add ISBN/EAN Import ISBN Change ISBN Assign to Customer

ISBN/EAN: 9780007171347 Qty: 1 Single Copy Damaged?

No.	EAN/ISBN13	Title	Author	RRP	Rpt	Rpt Date	Category	Qty	PO
801	9780007171347	Mog the Forgetful Cat	Kerr, Judith	6.99			CHILDREN'S PICT	1	Be
801	9780007200283	Half of a Yellow Sun	Adichie, Chimame	8.99			Undefined	1	Be
801	9780007215997	Tiger Who Came To Tea	Kerr, Judith	6.99			CHILDREN'S PICT	1	Be
801	9780007455935	The Lorax	Seuss,	6.99			Undefined	1	Be



We would recommend that any damaged titles be put to one side and scanned in last because it is easier to scan any damages together. If there are stock and customer orders for the same title, the customer will receive the undamaged copy because customer orders are always fulfilled first.

### Sending to a return

- Exit from the scanning screen and select Yes to process.
- The Returns Selection screen will be displayed:

Damages Returns Awaiting Compilation

Edit

New Return Existing Return

Supplier	Transactions	Return Headers	Value
GARD	3	2	22.97

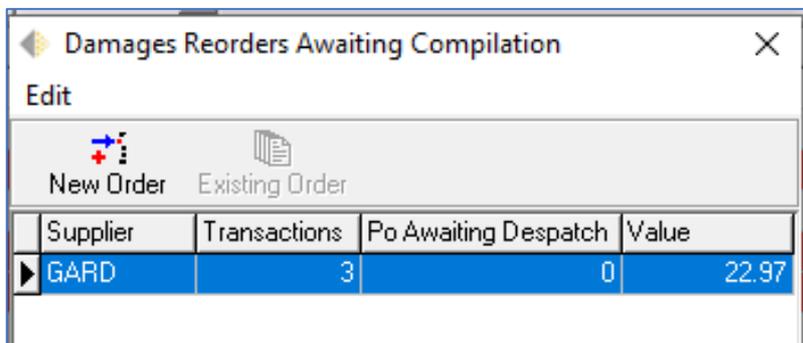
The screen above show that three titles have been flagged for return. Either click on:

- **New Return** to add to a new return.
- **Existing Return** to add to an existing return.
- If this option is not required simply close the form using the X top right.
- **Note** In most cases suppliers will not accept electronic returns for damages and any 'damaged' returns sent electronically may be deducted from standard returns allowance. This may differ depending on supplier so please check. Therefore, the best advice as to 'which' return to use is to create a new return with a transmission method of print or add to an existing return used for damages. (For further details see [Quick Guide – 2 Creating Returns on BatchLine.](#)) Remember that

you can make claims for damages via a free **Batch Payments** account:  
<https://www.batch.co.uk/web/services/claims-on-batch>

### Sending to an order

Once the Returns form has been completed the Send To Order form is displayed as shown below.



As with the Returns form the titles can either be added to a:

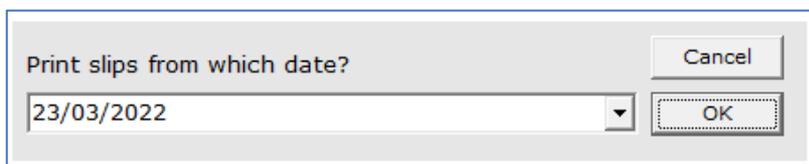
- New Order.
- Existing Order (if available).
- Or exit by clicking on X top right.

### Reprinting customer slips

Occasionally slips will not print due to problems with printers, for example, To reprint we have a Reprint Slips button on the main Goods In screen:



Clicking on the button displays a date option to select the date of the missing slips:



Select the required date and either print or preview.

**For support or to request further guides, contact [mail@batch.co.uk](mailto:mail@batch.co.uk)**  
<https://www.batch.co.uk/web/batchline/batchline-pos>