

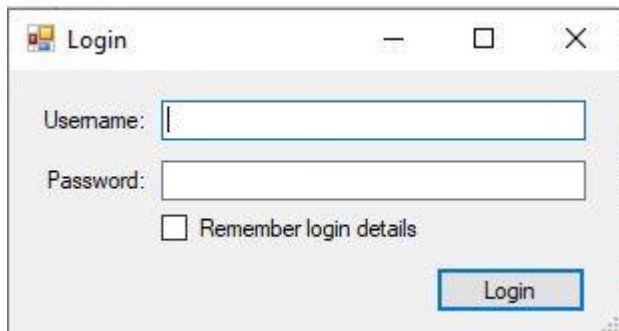


Batch Guide

Name: BatchSync User Guide
Date: 31 March 2020
Version: 1.0
Description:

Using BatchSync to import invoices and credits from Batch to QuickBooks Desktop.

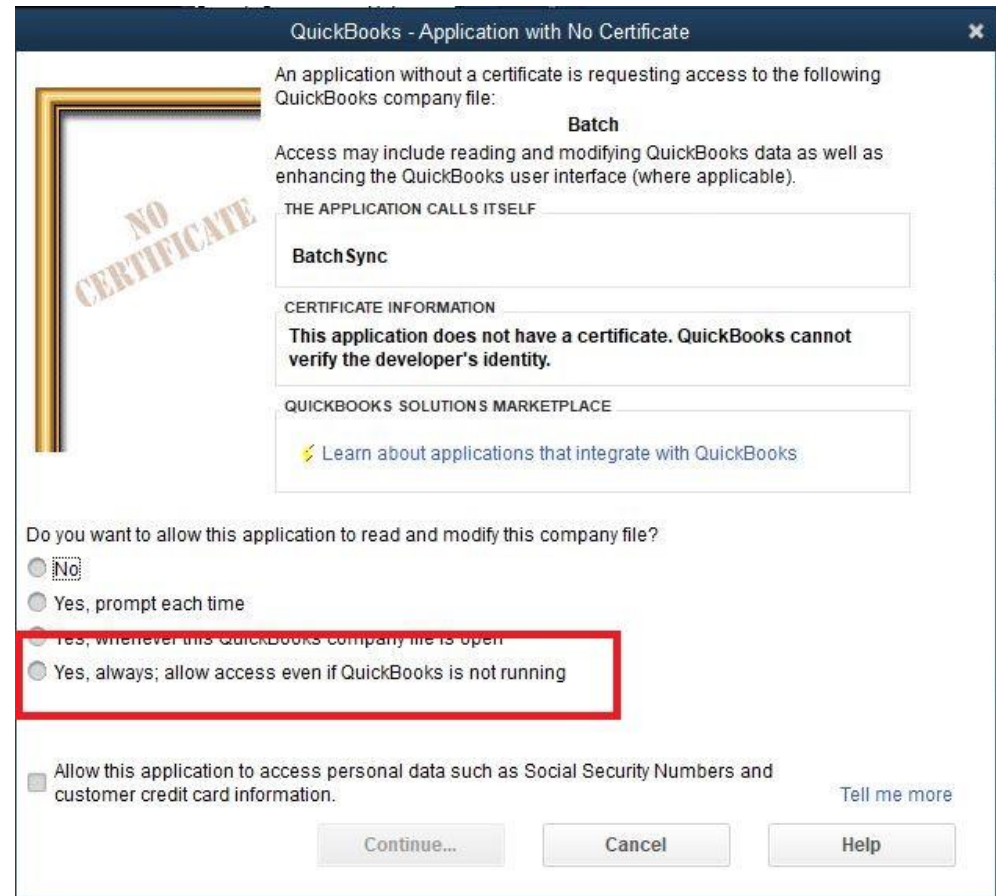
To use BatchSync you need to have a BatchOne account set up so you can log on. Enter the BatchOne username (email address) and password to log on.



A screenshot of a 'Login' dialog box. It features a title bar with a close button. Below the title bar are two text input fields: 'Username:' and 'Password:'. Under the 'Password:' field is a checkbox labeled 'Remember login details'. At the bottom right is a 'Login' button.

When you first start BatchSync the link with QuickBooks is established, so you need to tell QuickBooks that you want to allow BatchSync access to your company file.

Answer 'Yes always: allow access even if QuickBooks is not running' then click Continue.



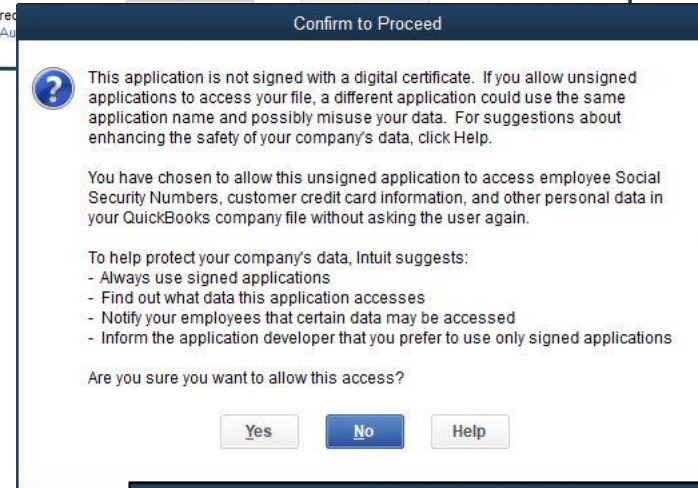
A screenshot of a 'QuickBooks - Application with No Certificate' dialog box. The title bar reads 'QuickBooks - Application with No Certificate'. The main text says: 'An application without a certificate is requesting access to the following QuickBooks company file:'. Below this, it lists the application name 'Batch Sync' and provides details about the access it requests. A large 'NO CERTIFICATE' stamp is visible on the left side of the dialog. The dialog asks: 'Do you want to allow this application to read and modify this company file?'. There are four radio button options: 'No', 'Yes, prompt each time', 'Yes, whenever this QuickBooks company file is open', and 'Yes, always; allow access even if QuickBooks is not running'. The 'Yes, always' option is highlighted with a red box. At the bottom, there are three buttons: 'Continue...', 'Cancel', and 'Help'. A 'Tell me more' link is also present.

You then confirm your decision with a few more boxes.

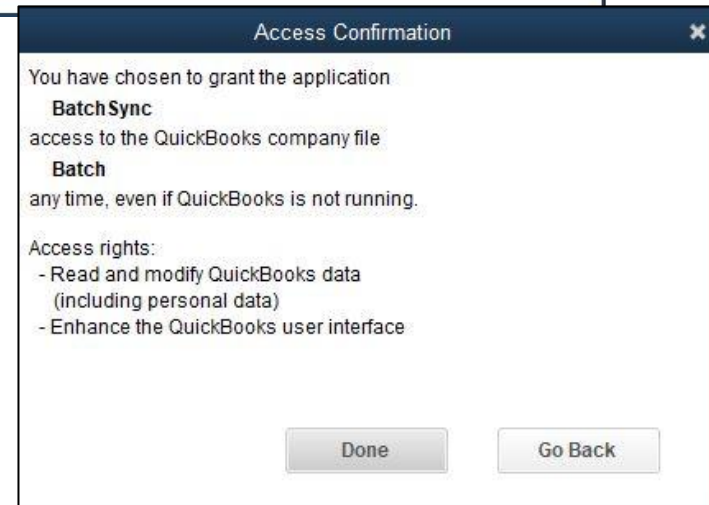
Click Yes



Click Yes



Click Done



BatchSync will now open.

Click on the arrow to the right of 'Bookseller' to select your bookshop.

At the bottom, select the item type you want the imported invoices to be linked to from the Stock Item drop down box.

The screenshot shows the BatchSync application window. The title bar reads "BatchSync" and includes standard window controls (minimize, maximize, close). The main interface is divided into several sections:

- Site:** A dropdown menu currently set to "Live".
- Bookseller:** A dropdown menu currently set to "Valleyside Books".
- Status:** A dropdown menu currently set to "All".
- Days back:** A numeric spinner control currently set to "30".
- Sync:** A button to initiate synchronization.
- Invoices:** A large empty rectangular area for displaying invoice data.
- Remittances/Credits:** A large empty rectangular area for displaying remittance or credit data.
- Settings:** A button located at the bottom left.
- Select All:** A button located at the bottom center.
- Stock Item:** A dropdown menu currently set to "Book".
- Import:** A button located at the bottom right.

On the Batch website invoices and credits have a status of Open, this can be changed to Verified or Authorized.

BatchSync allows you to filter by status type. The default is All, but you can select A to download only Authorized or V to download only Verified.

Set the number of days in the past that you would like to download.

Click Sync and transactions will download from the Batch website

The screenshot shows the BatchSync application window. At the top, there is a title bar with the text "BatchSync" and standard window controls. Below the title bar, there are several input fields and buttons:

- Site:** A dropdown menu with "Live" selected.
- Bookseller:** A dropdown menu with "Valleyside Books" selected.
- Status:** A dropdown menu with "All" selected, and a small dropdown menu is open showing "All", "A", and "V" options.
- Days back:** A numeric input field with "30" and a spinner control.
- Sync:** A button to the right of the "Days back" field.

Below these fields, there are two large empty rectangular areas labeled "Invoices:" and "Remittances/Credits:". At the bottom of the window, there are several buttons and a dropdown menu:

- Settings:** A button on the left.
- Select All:** A button next to "Settings".
- Stock Item:** A dropdown menu with "Book" selected.
- Import:** A button on the right.

Check the box of the invoices and credits you would like to import to QuickBooks. There is a Select All button at the bottom to save time.

We recommend that you backup your data on QuickBooks before you import anything for the first time.

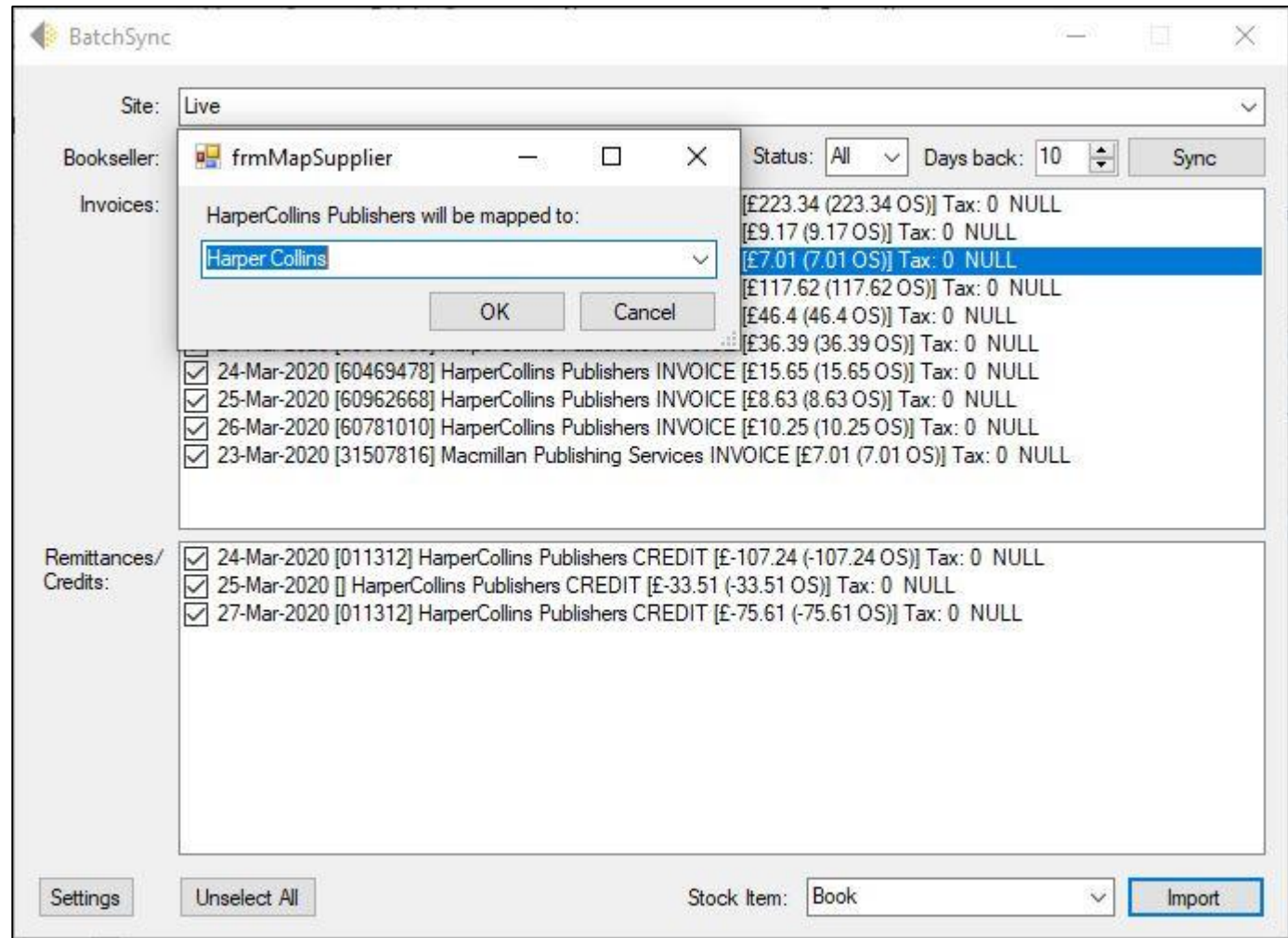
Once you have selected what you want to import, click Import to begin the process.

The screenshot shows the BatchSync application window. At the top, there are fields for 'Site: Live', 'Bookseller: Valleyside Books', 'Status: All', and 'Days back: 30'. A 'Sync' button is located to the right of these fields. Below this, there are two main sections: 'Invoices' and 'Remittances/Credits'. Each section contains a list of items with checkboxes for selection. In the 'Invoices' section, the fourth item is selected and highlighted in blue. In the 'Remittances/Credits' section, the fourth item is also selected and highlighted in blue. At the bottom of the window, there are buttons for 'Settings', 'Select All', a 'Stock Item: Book' dropdown menu, and an 'Import' button.

| Section | Date | Invoice/Credit ID | Description | Amount | Tax | Status |
|---------------------|-------------|---|--|-------------------------|------|--------|
| Invoices | 26-Feb-2020 | [0929319528] | Cosmos Distributors - Demo Account INVOICE | £243.24 (243.24 OS) | 0 | NULL |
| | 26-Feb-2020 | [0929331048] | Cosmos Distributors - Demo Account INVOICE | £912.45 (912.45 OS) | 0 | NULL |
| | 26-Feb-2020 | [093008444X] | Cosmos Distributors - Demo Account INVOICE | £1904.06 (1904.06 OS) | 0 | NULL |
| | 26-Feb-2020 | [0930084431] | Cosmos Distributors - Demo Account INVOICE | £856.49 (856.49 OS) | 0 | NULL |
| | 26-Feb-2020 | [0930084423] | Cosmos Distributors - Demo Account INVOICE | £544.02 (544.02 OS) | 0 | NULL |
| | 26-Feb-2020 | [0930066697] | Cosmos Distributors - Demo Account INVOICE | £291.99 (291.99 OS) | 0 | NULL |
| | 26-Feb-2020 | [0930066581] | Cosmos Distributors - Demo Account INVOICE | £53.94 (53.94 OS) | 0 | NULL |
| | 26-Feb-2020 | [0930066069] | Cosmos Distributors - Demo Account INVOICE | £176.76 (176.76 OS) | 0 | NULL |
| | 26-Feb-2020 | [093006340X] | Cosmos Distributors - Demo Account INVOICE | £41.54 (41.54 OS) | 0 | NULL |
| | 26-Feb-2020 | [0930063361] | Cosmos Distributors - Demo Account INVOICE | £29.92 (29.92 OS) | 0 | NULL |
| Remittances/Credits | 26-Mar-2020 | [] | Cosmos Distributors - Demo Account CREDIT | £-1632.11 (-1632.11 OS) | 0 | NULL |
| | 26-Mar-2020 | [] | Cosmos Distributors - Demo Account CREDIT | £-464.53 (-464.53 OS) | 0 | NULL |
| | 26-Mar-2020 | [] | Cosmos Distributors - Demo Account CREDIT | £-11.14 (-11.14 OS) | 0 | NULL |
| | 26-Mar-2020 | [] | Cosmos Distributors - Demo Account CREDIT | £-829.74 (-829.74 OS) | 0 | NULL |
| | 26-Mar-2020 | [] | Cosmos Distributors - Demo Account CREDIT | £-454.19 (-454.19 OS) | 0 | NULL |
| | 26-Mar-2020 | [] | Cosmos Distributors - Demo Account CREDIT | £-468.22 (-468.22 OS) | 0 | NULL |
| | 26-Mar-2020 | [] | Cosmos Distributors - Demo Account CREDIT | £-1044.78 (-1044.78 OS) | 0 | NULL |
| | 26-Mar-2020 | [] | Cosmos Distributors - Demo Account CREDIT | £-305.04 (-305.04 OS) | 0 | NULL |
| | 26-Mar-2020 | [] | Cosmos Distributors - Demo Account CREDIT | £-15.11 (-15.11 OS) | 0 | NULL |
| | 26-Mar-2020 | [] | Cosmos Distributors - Demo Account CREDIT | £-9.17 (-9.17 OS) | 0 | NULL |
| 26-Mar-2020 | [] | Cosmos Distributors - Demo Account CREDIT | £-56.15 (-56.15 OS) | 0 | NULL | |

The first time you use BatchSync and whenever a new supplier is included in the download you will be asked which vendor on QuickBooks to map to. This will be remembered for future downloads. Select the supplier from the list and click OK.

Click on Import and the selected transactions will be imported to QuickBooks.



If you have any questions, please send an email to mail@batch.co.uk