

Making Payments through Batch for Books



Batch allows you to pay multiple publishers with one combined payment.

Batch Payment Process

The process for making payments through Batch is simple and straightforward:

Step 1: Log into your Batch portal.

Step 2: Select the invoices and credits you want to pay for each vendor.

Step 3: Find your payment amount.

Step 4: Electronically transfer one combined payment for all vendors to Batch.

Batch Payment Schedule

Batch sends payments and invoices to the publishers **every Friday morning** and on the **last business day of the month**. All payments received in the Batch bank account the day before a scheduled remittance will be included.

Stores are not required to make weekly payments; most stores make one payment per month.

Batch Bank Account Information

You will use this bank account information to send your payment to Batch:

Account Name: Batch for Books

Bank: M&T

Account #: 9887664507

Routing #: 022000046

Step 1. Log into your Batch portal and go to the Current Period Summary.

Current Period Summary

Next remittance **10th Apr 2026**. Funds to be received by **9th Apr 2026** at 5:00 pm eastern

INVOICES DUE BY 30-APR-2026

VENDOR	OPEN	VERIFIED	AUTHORIZED	OUTSTANDING AMOUNT	AUTHORIZE	AUTHORIZED VALUE	REMITTANCE AMOUNT
HarperCollins Publishers	110	0	0	10,676.04	A	0.00	0.00
Macmillan Publishing Services	93	0	0	4,889.61	A	0.00	0.00
Penguin Random House	234	0	0	13,861.30	A	0.00	0.00
Simon and Schuster	65	0	0	4,418.72	A	0.00	0.00
TOTALS	502	0	0	33,845.67	A	REMITTANCE TOTAL USD:	0.00

Balance Summary for USD

B/FWD	AUTHORIZED	AMOUNT PAID TO BATCH FOR BOOKS	DIFFERENCE	ADJUSTMENT	CURRENT BALANCE
0.00	0.00	0.00	0.00	0.00	0.00

The **Current Period Summary** is the screen you see upon logging into your Batch portal. The totals displayed reflect **invoices due by the end of the month, plus any outstanding credits**. To view the list of transactions, click the numbers in the table.

Step 2. Authorize the invoices and credits you want to pay for each vendor.



Update Status

Download

Transactions for Macmillan Publishing Services: Due up to 30-Apr-2026. Status: Open

Macmillan Publishing Services

Currency: USD

Current Outstanding: 4,889.61

Authorized for Remittance : 0.00

R	A	V	N	C	TRANSACTION DATE ↑	TYPE	INVOICE NO	CN, CLAIM OR INV REF#	DUE DATE	VALUE	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	← Set all transactions on this page to the same status						
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	24-JAN-2025	Inv	59726024		25-MAR-2025	<input type="radio"/> C 2,355.51	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	24-JAN-2025	Inv	59726032		25-MAR-2025	<input type="radio"/> C 15.11	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	27-JAN-2025	Inv	59874511		28-MAR-2025	<input type="radio"/> C 421.20	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	28-JAN-2025	Inv	59726008		29-MAR-2025	<input type="radio"/> C 107.73	

Select the radio button in the 'A' (for Authorize) column for each invoice and credit you want to pay, then click the green Update Status button above the list of transactions.

Step 3. Find your payment amount on the Current Summary screen.

Current Period Summary

Next remittance 10th Apr 2026. Funds to be received by 9th Apr 2026 at 5:00 pm eastern

INVOICES DUE BY 30-APR-2026

VENDOR	OPEN	VERIFIED	AUTHORIZED	OUTSTANDING AMOUNT	AUTHORIZE	AUTHORIZED VALUE	REMITTANCE AMOUNT
HarperCollins Publishers	0	0	110	10,676.04	<input checked="" type="radio"/> A	10,676.04	10,676.04
Macmillan Publishing Services	0	0	93	4,889.61	<input checked="" type="radio"/> A	4,889.61	4,889.61
Penguin Random House	0	0	234	13,861.30	<input checked="" type="radio"/> A	13,861.30	13,861.30
Simon and Schuster	0	0	65	4,418.72	<input checked="" type="radio"/> A	4,418.72	4,418.72
TOTALS	0	0	502	33,845.67	<input checked="" type="radio"/> A	REMITTANCE TOTAL USD:	33,845.67

Balance Summary for USD

B/FWD	AUTHORIZED	AMOUNT PAID TO BATCH FOR BOOKS	DIFFERENCE	ADJUSTMENT	FUNDS STILL OWED
0.00	33,845.67	0.00	33,845.67	0.00	33,845.67

Find the payment total in the Funds Still Owed field in the Balance Summary section beneath the Publisher Summary.

Step 4. Electronically transfer payment to Batch.

Stores send funds to Batch electronically via ACH or wire transfer using the bank account information the bottom of the page.

What to know before you send your payment to Batch:

- Batch is not connected to your bank account and we don't pull funds from your bank account.
- Payments must be sent electronically via ACH or wire transfer. No check or credit card.
- Payments are not submitted through the Batch portal.
- Payments are typically submitted through your bank.
- Some small banks and credit unions cannot send ACH payments (though this is uncommon). All banks can send wire transfers.
 - If your bank is unable to send funds via ACH, there are numerous alternatives like wire transfers and services like Melio, QuickBooks, [Bill.com](https://www.bill.com), Square, etc.
 - Melio Payments (meliopayments.com) is the most popular alternative and is free and easy to set up and use.
- Batch will cover one wire fee per month for six months.

ACH vs Wire Transfer

- **Timing:** Wire transfers are deposited immediately whereas ACH typically takes 3 business days.
- **Cost:** ACH is usually free whereas wire transfers can be costly - usually \$20 - \$30 per wire transfer.
- **Availability:** All banks can do wire transfers, while some smaller banks are unable to send funds via ACH.

Most stores use ACH to send payment due to the cost of wire transfers. Wire transfers have some advantages - timing and availability - and are best for high-volume stores (>\$20K) who are sending one payment per month. Wire transfers are also recommended when you're up against a deadline when delivery timing is important.

Batch Bank Account Info

Account Name: Batch for Books Inc

Bank Name: M&T Bank

Account Number: 9887664507

Routing Number: 022000046