

Making Payments through Batch for Books



Frequently Asked Questions

How do I submit my payment on the Batch portal?

Payments aren't submitted directly on your Batch portal. After authorizing your invoices and finding your payment amount, you will transfer payment through your bank or a financial service by ACH or wire.

Does Batch automatically pull funds from my bank account?

No. Batch is not connected to your bank account. You initiate and transfer payment to Batch using Batch's bank account information.

Do I have to send a separate payment for each publisher?

No. One of the advantages of using Batch is that you need only transfer one payment for all your publishers.

Is it required to send one combined payment instead of a payment for each publisher?

No. Although transferring a single, combined payment is the norm, stores can transfer multiple payments instead if that works better for them.

When will the publishers receive my payment?

Batch sends payments to publishers every Friday morning and also on the last business day of the month. Stores don't have to make weekly payments; most make one payment per month.

Why did I receive a Transactions Not Paid email from Batch?

This email notification means you had invoices authorized when Batch was preparing to send a remittance to the publisher, but we had a) not received a payment or b) did not have enough funds to cover all authorized invoices.

Can I pay by check or credit card?

No. Payments must be transferred electronically by ACH or wire transfer.

What are the differences between wire and ACH?

Availability: All banks can do wire transfers, while some smaller banks are unable to send payment via ACH.

Timing: Wire transfers are deposited immediately whereas ACH typically takes 3 business days.

Cost: ACH is usually free whereas wire transfers are costly - usually \$20 - \$30 per wire transfer.

My bank told me they can't send an ACH payment. What can I do?

Fret not. If your bank can't transfer payment via ACH, you can still use Batch. Stores in this situation transfer payment by wire or use a service like Melio Payments, QuickBooks Payments, [Bill.com](https://www.bill.com), Square, etc, with Melio Payments (meliopayments.com) being the most common alternative as it is free to use.

Wire transfer fees can really add up, can't they?

Yes. Because of the cost, most stores use ACH (see differences above). Wire transfers are best for high-volume stores (>\$20K) who are sending one payment per month or if you're up against a deadline and timing is critical.

If you decide to send payment via wire transfer, Batch has a policy to cover one wire fee per month for six months.

How can I use credits on Batch?

To use credits, authorize them at the same time you authorize the invoices you intend to pay. The remittance totals on your Batch portal will take into account any credits you have authorized.

Can I pay invoices early through Batch?

Yes. Batch will only remit invoices that are current (i.e., due before the end of the month). To pay an invoice early, stores must authorize those invoices, then move them to the current period.

Anything else I should know?

That covers it! The payment process is pretty straightforward: select the invoices and credits you want to pay and transfer a single payment to Batch.

The one step that may be new for some stores is electronically transferring money to Batch, but once you have that process in place, it's smooth sailing.

If you have any questions, please email nathan.halter@batchforbooks.com or call 617-843-2490.