

Integrating Batch with QuickBook Online



Batch user are able to connect their Batch portal to their QuickBooks Online (QBO) account which will eliminate data entry and ensure the accuracy of the information in QBO. Once the link between QBO and Batch is established, there will be very little the bookstore has to manually do in QBO.

The Batch-QBO link consists of two primary components:

1. Batch imports invoices and credits into QuickBooks Online.
2. Batch imports a remittance update into QBO to create vendor-specific Bill Payments and mark invoices paid and credits as used.

Batch-QBO Link Notes

1. Using the instructions that start on page 2 of this document, it takes 5-10 minutes to fully set up the link between Batch and QBO.
2. Batch only transmits Outstanding invoices and credits to QBO. We cannot transmit any transactions that have already been cleared prior to setting up the link.
3. Once set up, the link between Batch and QBO will automatically run unless the store deletes the link.
4. Transactions will appear on QuickBooks within a few hours of being loaded onto Batch.
5. Batch will not transmit invoices already in QuickBooks so stores don't need to be concerned about the possibility of duplicate entries being added to QBO.

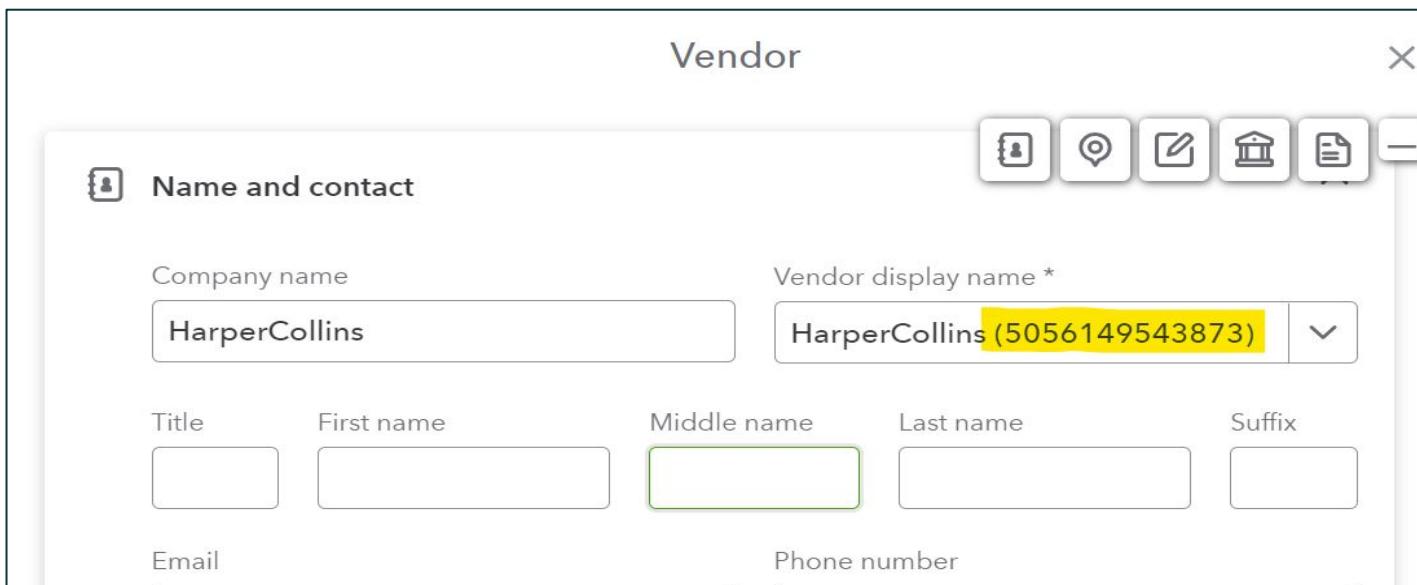
Next Page: Batch-QBO Set-Up Process

Batch-QBO Set-Up Process

Part 1: Configure Your Vendors in QBO

Stores must first configure their vendor account names in QBO to ensure the transaction is added to QBO under the correct vendor.

In QBO, add the QBO ID from the table below, including the parentheses, to the end of Vendor Display Name field for each of your Batch vendors.



Vendor

Name and contact

Company name: HarperCollins

Vendor display name *: HarperCollins (5056149543873)

Title:

First name:

Middle name:

Last name:

Suffix:

Email:

Phone number:

Publisher

Arcadia Publishing Inc

QBO ID

(5056149550161)

Blackstone Publishing

(5056149547321)

Gardners US

(5056149547116)

HarperCollins Publishers

(5056149543873)

Independent Publishers Group

(5056149547314)

Macmillan Publishing Services

(5056149543897)

Microcosm Publishing

(5056149547338)

Penguin Random House

(5056149543880)

Simon & Schuster

(5056149551151)

Part 2: Linking Batch to your QBO account

After configuring the vendors in QBO, sign into Batch and link Batch to QBO.

Valleyside Books - DEMO ACC

22 West Street, Sante Fe, New Mexico, NM 234560, USA

Launch Payments

More options ^

 **Link to Xero**

 **Link to QuickBooks Online**

Sign into Batch, click the gray 'More options' dropdown and select **Link to QuickBooks Online**

LINKING YOUR SITE TO QUICKBOOKS ONLINE

Valleyside Books - DEMO ACC is not currently linked to a QuickBooks Online account. To start receiving Valleyside Books - DEMO ACC invoices in QuickBooks Online, click on the following button:

Link this Batch Account to QuickBooks Online

Cancel

Click the **Link this Batch Account to QBO** to get started.

Batch QuickBooks Online Interface

DO YOU WISH TO CONNECT THIS SITE TO QUICKBOOKS ONLINE?

22 West Street, Sante Fe, New Mexico, NM 234560, USA



Next, click the **Go to QuickBooks Online** button which will direct you to QBO.

When you click on the button below, you will be redirected to QuickBooks Online and asked to select a company to link to this site.

Go to QuickBooks Online

Cancel

Please select your company

Search for a company

Your Bookstore

No, thanks

Next

Select your store from the dropdown and then hit **Next**.

[Note: Some stores won't see this dialog box and will be automatically directed to the next step].

Connecting Batch Payments to Batch for Books

By selecting **Connect**, you agree that we can share your QuickBooks Online data with Batch Payments, and that Batch Payments can share your data with us, including as described below. To learn more, see our [Terms of Service](#) and [Global Privacy Statement](#).

[Show details about data](#) ▾



Click the **Connect** button to give permission for Batch to send information to QuickBooks.

No thanks

Connect



Batch QuickBooks Online Interface

SELECT AN EXPENSE ACCOUNT



Select your Expense account from the dropdown and then click **Create QuickBooks Online Link**

BATCH SITE	Valleyside Books - DEMO ACC
QUICKBOOKS ONLINE COMPANY	Batch for Books
EXPENSE ACCOUNT TO USE	<input type="button" value="Cost of Goods Sold"/>

Create QuickBooks Online Link

Cancel

Expense Account Notes

- *All invoices and credits will be assigned this account when imported from Batch to QBO.
- *The options are pulled from your QBO Chart of Accounts
- *The type of account should be an Expense, Cost of Goods Sold, or Asset/Other Asset account.
- *A/P accounts should not be selected. An A/P journal entry is automatically created in QBO whenever a bill is created.

Set the Invoice Date in and click **Load Invoices**.

We recommend you set the invoice date to match the date in the blue box to ensure all outstanding invoices get transmitted to QBO.

RETRIEVE / RESEND PAST INVOICES

Request that uncleared invoices from the given invoice date be loaded into this QuickBooks Online company. Note, it may take a few minutes for invoices to appear in QuickBooks Online.

You have 2 unsent, uncleared invoices in Batch for Books dating back to
03-OCT-2019

Invoice Date

Thu Oct 03 2019



Load Invoices

To request cleared invoices and/or Payments, please contact

Batch for Books

Congratulations! You've successfully linked Batch to your QuickBooks Online account. From this point forward, Batch will automatically transmit invoices and credits to QBO as well.

Next Page: QBO Maintenance

QBO Maintenance

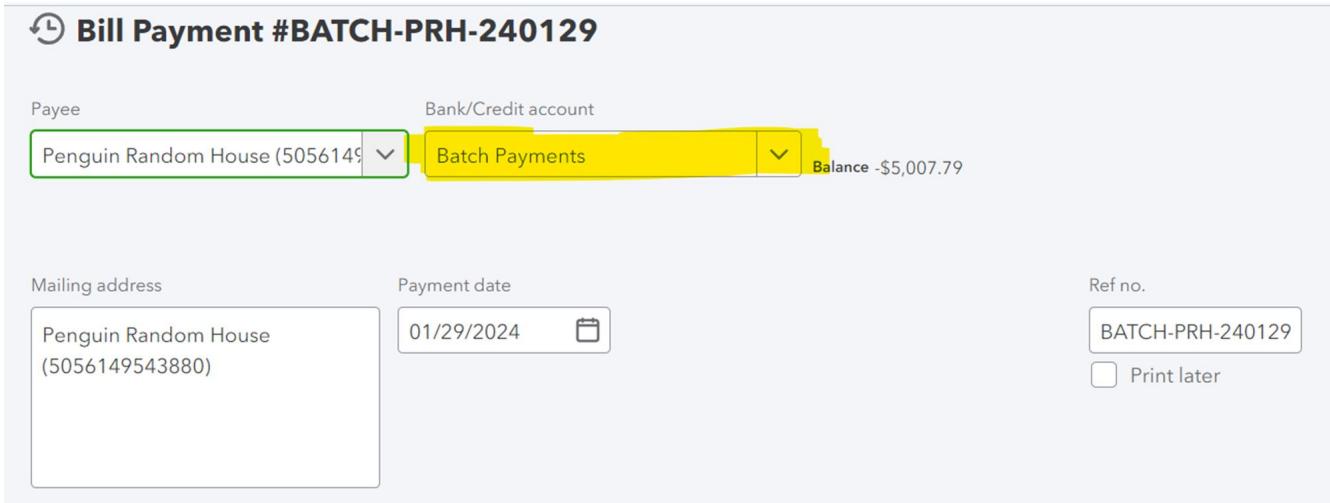
Your QBO account will require very little maintenance and upkeep after linking to Batch, but there is one small step you need to take after each payment you send to Batch.

The **Batch Payments** account in QBO

When Batch sends a remittance update to your QuickBooks account, we create separate bill payments for each vendor paid through Batch and mark your invoices as paid and clear your vendor credits.

When a bill payment is created, the bank/credit account assigned to the payment is a bank account called **Batch Payments***.

Batch creates and uses the Batch Payments account for bill payments to reflect that payments to the publishers are coming through an intermediary and to ensure your QuickBooks account contains a complete and accurate picture of your payments to Batch and, subsequently, Batch payments to your vendors.



The screenshot shows a bill payment screen in QuickBooks. The 'Payee' field is set to 'Penguin Random House (5056149)' and the 'Bank/Credit account' field is set to 'Batch Payments'. The balance in the account is -\$5,007.79. Below the fields, there are sections for 'Mailing address', 'Payment date', and 'Ref no.'. The 'Mailing address' section contains the text 'Penguin Random House (5056149543880)'. The 'Payment date' is set to '01/29/2024'. The 'Ref no.' field contains 'BATCH-PRH-240129' and has a checkbox for 'Print later' which is unchecked.

**If you don't have a Batch Payments account in your Chart of Accounts at the time of the first remittance update, one will automatically be created.*

Reconciling the Batch Payments Account

Stores should reconcile the Batch Payments account to ensuring the accuracy of the Chart of Accounts information in QBO. Doing so allows the store to record their payments to Batch and Batch payments to the publishers..

The recommended reconciliation method is to record any payment you make to Batch as a transfer to the Batch Payments account in QuickBooks [*in essence, you're treating the Batch Payments account as a holding account*]

Recording a transfer if your bank is connected to your QuickBooks account

1. Go to your Bank Transaction feed in QBO and locate the payment to Batch.
2. Click on it to expand the transaction.
3. Click the 'Record as Transfer' radio button
4. Select Batch Payments in the 'Transfer to' dropdown
5. Click the 'Add' button

	DATE ▾	DESCRIPTION	PAYEE	CATEGORY OR MATCH	AMOUNT	ACTIC
<input type="checkbox"/>	01/25/2024	January Batch Payment	Batch for Books		-2,489.22	<input type="checkbox"/> Record as transfer

Categorize Match Record as transfer Record as credit card payment X

Transferred to *

Batch Payments ▼

Memo

Add attachment Create a rule Exclude Add

Recording a transfer if your bank account is NOT connected to your QuickBooks account

1. Click on the New+ button under the Intuit QB logo in the top-left corner of the screen.
2. Select Transfer (under Other)
3. Select your Transfer Funds From account (this is the account you used to send funds to Batch)
4. Select Batch Payments in the 'Transfer Funds to' dropdown
5. Enter the Transfer amount
6. Enter the Transfer date
7. Click the Save Button

⌚ Transfer

Transfer Funds From

Checking Account



Balance

\$59,203.91

Transfer Funds To

Batch Payments



Balance

Transfer Amount

\$2,489.00

Date

02/22/2024



Memo

Batch Payment

Cancel

Clear

Save and new



Next Page: Deleting and Resetting your Batch-QBO link

Resetting the QuickBooks-Batch link

There may be circumstances where a store needs to delete and reset the link between Batch and QuickBooks. The most common reasons are:

- Store wants to change the expense account on the transactions being imported into QBO.
- The QBO admin email changes resulting in a transmission failure (*Batch will see this on our end and notify the store if there is a transmission failure*)

Part 1: Delete link between Batch and QBO

Bookstore Account
Valleyside Books - DEMO ACC
22 West Street, Sante Fe, New Mexico, NM 234560, USA

Launch Payments

More options ^

Link to Xero

Valleyside Books

DELETE QUICKBOOKS ONLINE LINK

To stop loading invoices for Valleyside Books - DEMO ACC into QuickBooks Online company Batch for Books, click on the link below.

Delete QuickBooks Online Link

Sign into Batch, click the gray 'More options' dropdown and select your bookstore QBO link.

Scroll to the bottom of the page and click the **Delete QuickBooks Online Link**

After deleting the link, you'll be returned to first stage of the linking process. Proceed to reset your Batch-QBO link from this point.