# Guide to BatchSync for QuickBooks Desktop

# Getting Started

This document will cover all the steps to:

- Install BatchSync onto your computer.

- Set up BatchSync to communicate with QuickBooks

- Import invoices from Batch into QuickBooks

- Import remittances from Batch into QuickBooks

- Troubleshooting BatchSync

- Completely Uninstalling BatchSync

- Frequently Asked Questions about BatchSync

Two notes before getting started:

- BatchSync is only compatible with Windows-based machines and is not compatible with Macs.

- We recommend using Google Chrome or Microsoft Edge when opening the download links.

# Installing the Software

## Step 1 – Run the BatchSync Installer

1. Download and run the QBFC16_0Installer file.
2. When prompted to choose whether you want the application to be able to make changes, select 'Yes'
3. The installer will take a minute or so to install. After it is complete, you'll be asked to finish:
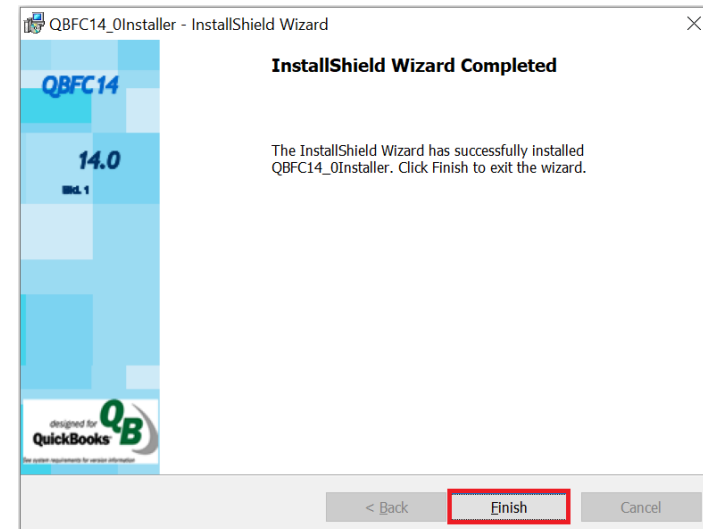
# Installing the Software

Paste the following link into Google Chrome or Microsoft Edge to begin software download:

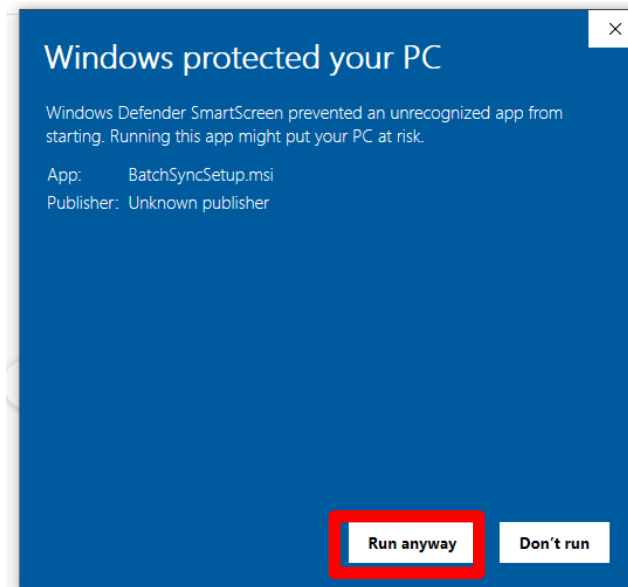https://www.dropbox.com/s/faumj8s3zgdudop/USBatchSyncSetupV2.msi?dl=0
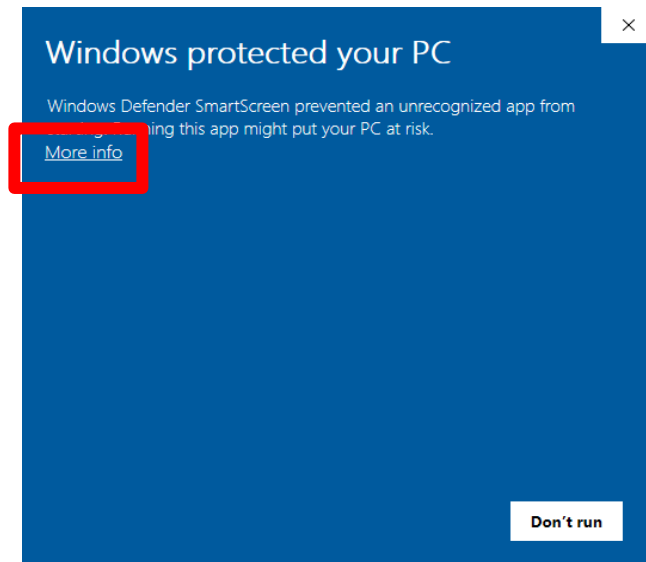
After the file is downloaded, find it on your computer and run it.

# Installing the Software

## Step 2 – Downloading and Installing BatchSync cont.

After you run the downloaded file, A Windows Defender dialog box will pop up. Click '**More Info**' and you'll see the option to Run anyway. Click Run anyway.
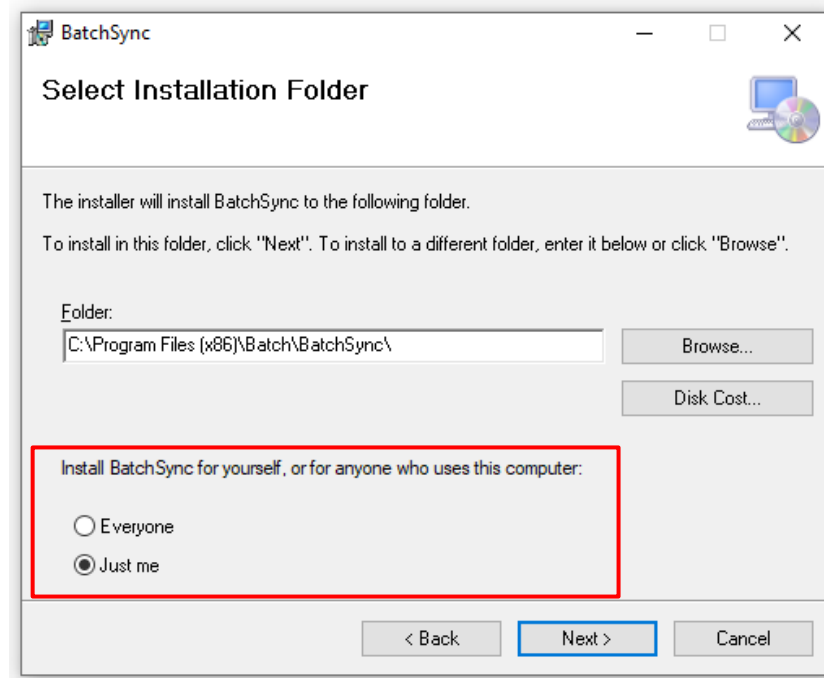
# Installing the Software



## Step 2 – Downloading and Installing BatchSync cont.

**Select the installation folder.** You can install in the default location (Recommended) or select Browse to choose a preferred location.

**Select who to install for.** Select 'Everyone' or 'Just me' [You can choose either one – it makes no difference for the install].
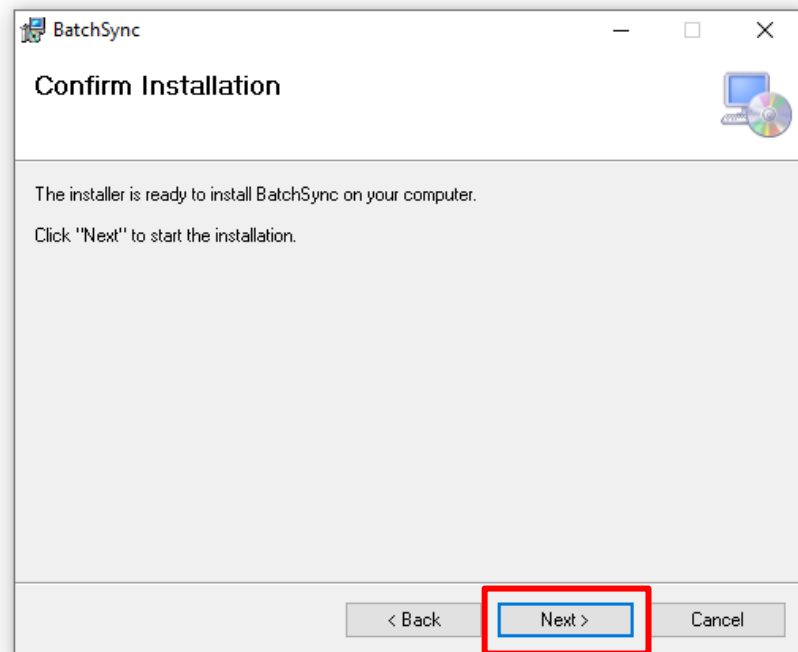
**Click Next.**

# Installing the Software

## Step 2 – Downloading and Installing BatchSync cont.

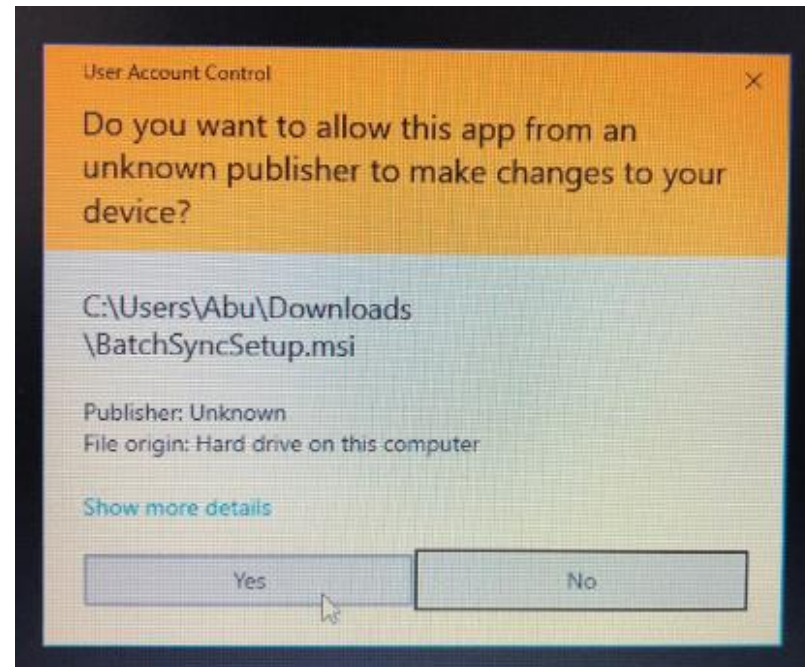**Confirm the Installation.** Click Next.

# Installing the Software

## Step 2 – Downloading and Installing BatchSync cont.

**User Account Control.** Before the installation starts, a User Account Control dialog box will appear. Click the **Yes** button to continue with the installation.
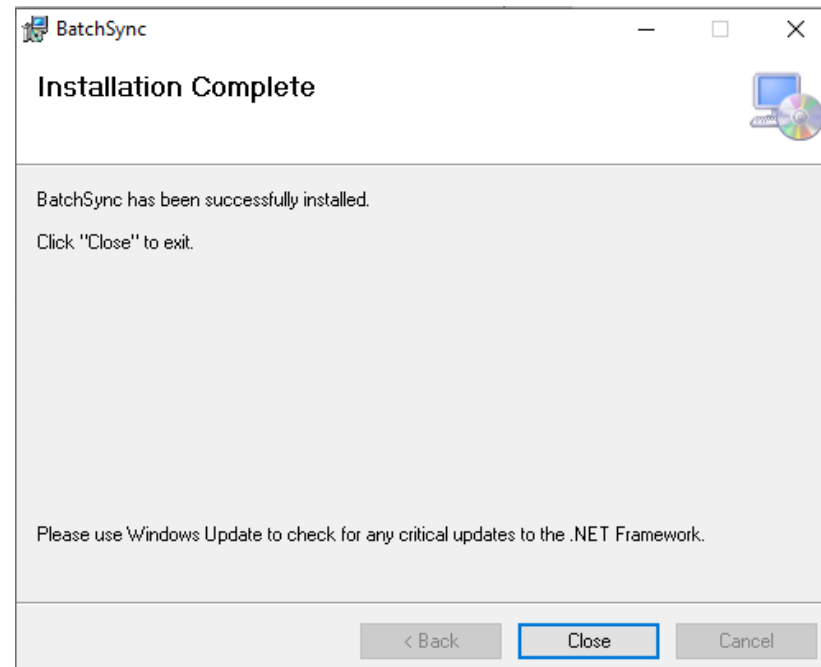
# Installing the Software

## Step 2 – Downloading and Installing BatchSync cont.

**Complete the Installation.** You'll get a message that the installation is complete. Hit the Close button to exit.

# Installing the Software

**The download and installation of the BatchSync software is complete. Before proceeding to the next step of using Batch, please open QuickBooks.**

*Note: QuickBooks must be open prior to using BatchSync. If you open BatchSync first, it will not work.*

# Launching BatchSync

**Launch and Log into BatchSync.** Make sure QuickBooks is open and then launch BatchSync. If you are not sure where it is on your computer, go to the search bar and type in BatchSync. The app should appear at the top.

Click on it to open and you will be prompted to log-in. Use your normal Batch username and password to log-in.
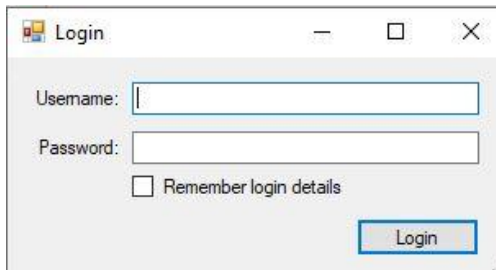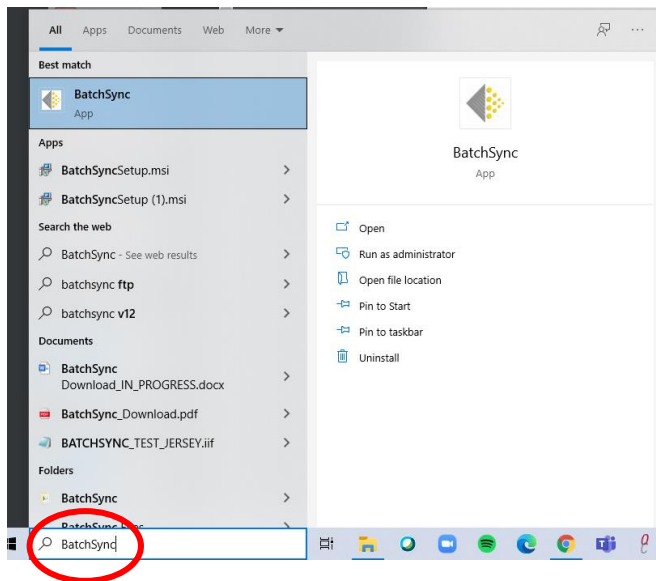
# Launching BatchSync

**Allow BatchSync access to QuickBooks.**
The first time you launch BatchSync,
you'll need to approve BatchSync access
to QuickBooks.

Select the option 'Yes always: allow
access even if QuickBooks is not running'
and then click 'Continue'.
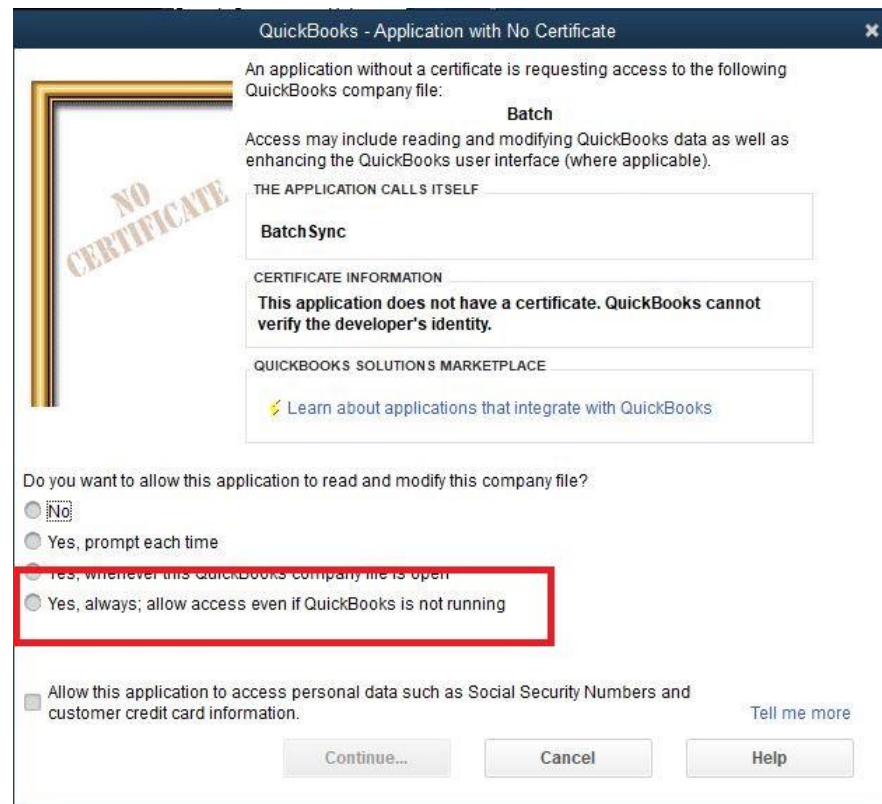
# Launching BatchSync

**Confirm BatchSync access to QuickBooks.** After allowing access, some more confirmation is required.

### 1. BatchSync – Authorization: YES



### 2. Confirm to Proceed: YES



### 3. Access Confirmation: DONE

# Using BatchSync

The main BatchSync interface will now open. Now it's time to set your criteria and field.

1. **Bookseller:** Click on the down arrow to the right of 'Bookseller' field and select your bookshop. *Don't just type in the name of your store.*
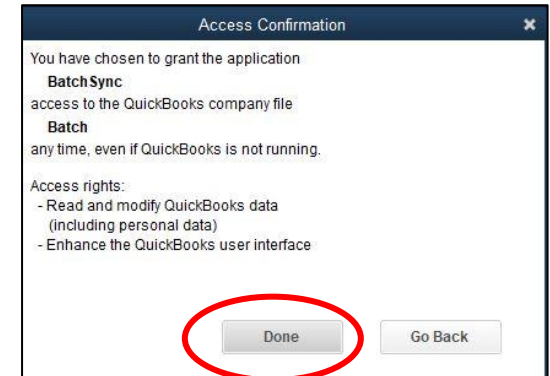
2. **Stock Item**: select the account you want the imported invoices to be categorized under.

3. **Bank Account:** select the account you'd like to apply to bill payments (for remittances).

4. **Status**: The default status is All and includes Open, Verified, and Authorized invoices. Other options include just Authorized invoices and just verified invoices.

5. **Transaction type**: The default in this field is Invoices and the other option is Remittances. You'll select Invoices when you're importing invoices/credits into QB and you'll select Remittances when importing remittances into QuickBooks (importing remittances is not available yet).

6. **Invoice Age:** The default is 30 days which means that when you import invoices you'll be importing invoices/credits with a transaction date within the last 30 days. You can set the days back from 1 day to 100 days.



BatchSync 1.4.0.3

Site: Live

**1** Bookseller: Your Book Store   Status: All   Invoices   Days back: 30   Sync

**4**   **5**   **6**

Invoices | Credits | Remittances

☐ Select All Invoices

Settings | Select All | Stock Item: Cost of Goods Sold:Book Pur   Bank Account: Batch Payments | Import

**2**   **3**

*Note about 2&3: The items in each drop-down menu comes from your chart of accounts in QuickBooks.*

# Using BatchSync

## IMPORTING INVOICES AND CREDITS

1. **Hit the sync button to pull info from Bathc.** Once you've set your fields, hit the Sync button and the invoices and credits will populate with the transactions eligible to be imported in QuickBooks based on the criteria you set.

2. **Selecting your invoices and credits to import into QB**: You have various options to select the transactions to import:

    A. Select All – this will select all invoices and credits.

    B. Select All Invoices – this will select only the invoices. On the credits tab, there is a Select All Credits, which will select only the credits.

    C. Use the checkboxes next to each invoices and credit to select the ones to import.

3. **Import into QuickBooks.** After you select your transactions, hit the Import button and your transactions will start being transmitted to QuickBooks.



BatchSync 1.4.0.3

Site: Live

Bookseller: Your Book Store    Status: All   Invoices   Days back: 30   **Sync**

**Invoices (126)**   Credits (20)   Remittances

- 21-Feb-2022 [73675809] HarperCollins Publishers INVOICE [44.54 USD (44.54 OS)] Tax: 0  NULL
- 21-Feb-2022 [73696326] HarperCollins Publishers INVOICE [107.38 USD (107.38 OS)] Tax: 0  NULL
- 21-Feb-2022 [73678765] HarperCollins Publishers INVOICE [34.1 USD (34.1 OS)] Tax: 0  NULL
- 22-Feb-2022 [73718675] HarperCollins Publishers INVOICE [85.33 USD (85.33 OS)] Tax: 0  NULL
- 23-Feb-2022 [73730662] HarperCollins Publishers INVOICE [36.16 USD (36.16 OS)] Tax: 0  NULL
- 24-Feb-2022 [73796537] HarperCollins Publishers INVOICE [3.56 USD (3.56 OS)] Tax: 0  NULL
- 24-Feb-2022 [73757770] HarperCollins Publishers INVOICE [118.64 USD (118.64 OS)] Tax: 0  NULL
- 25-Feb-2022 [73767771] HarperCollins Publishers INVOICE [5.09 USD (5.09 OS)] Tax: 0  NULL
- 25-Feb-2022 [73768809] HarperCollins Publishers INVOICE [9.17 USD (9.17 OS)] Tax: 0  NULL
- 25-Feb-2022 [73779834] HarperCollins Publishers INVOICE [63.15 USD (63.15 OS)] Tax: 0  NULL
- 25-Feb-2022 [73593505] HarperCollins Publishers INVOICE [9.17 USD (9.17 OS)] Tax: 0  NULL
- 28-Feb-2022 [73791599] HarperCollins Publishers INVOICE [93.93 USD (93.93 OS)] Tax: 0  NULL
- 28-Feb-2022 [73769138] HarperCollins Publishers INVOICE [11.2 USD (11.2 OS)] Tax: 0  NULL
- 01-Mar-2022 [73537617] HarperCollins Publishers INVOICE [82.04 USD (82.04 OS)] Tax: 0  NULL
- 01-Mar-2022 [73809443] HarperCollins Publishers INVOICE [15.11 USD (15.11 OS)] Tax: 0  NULL
- 01-Mar-2022 [73813380] HarperCollins Publishers INVOICE [51.8 USD (51.8 OS)] Tax: 0  NULL
- 04-Mar-2022 [73904172] HarperCollins Publishers INVOICE [90.19 USD (90.19 OS)] Tax: 0  NULL
- 07-Mar-2022 [73915226] HarperCollins Publishers INVOICE [38.86 USD (38.86 OS)] Tax: 0  NULL
- 07-Mar-2022 [73914569] HarperCollins Publishers INVOICE [30.22 USD (30.22 OS)] Tax: 0  NULL
- 07-Mar-2022 [7393855...perCollins Publishers INVOICE [40.47 USD (40.47 OS)] Tax: 0  NULL

☑ Select All Invoices

Settings   Select All   Stock Item: Cost of Goods Sold:Book Pur   Bank Account: Batch Payments   **Import**
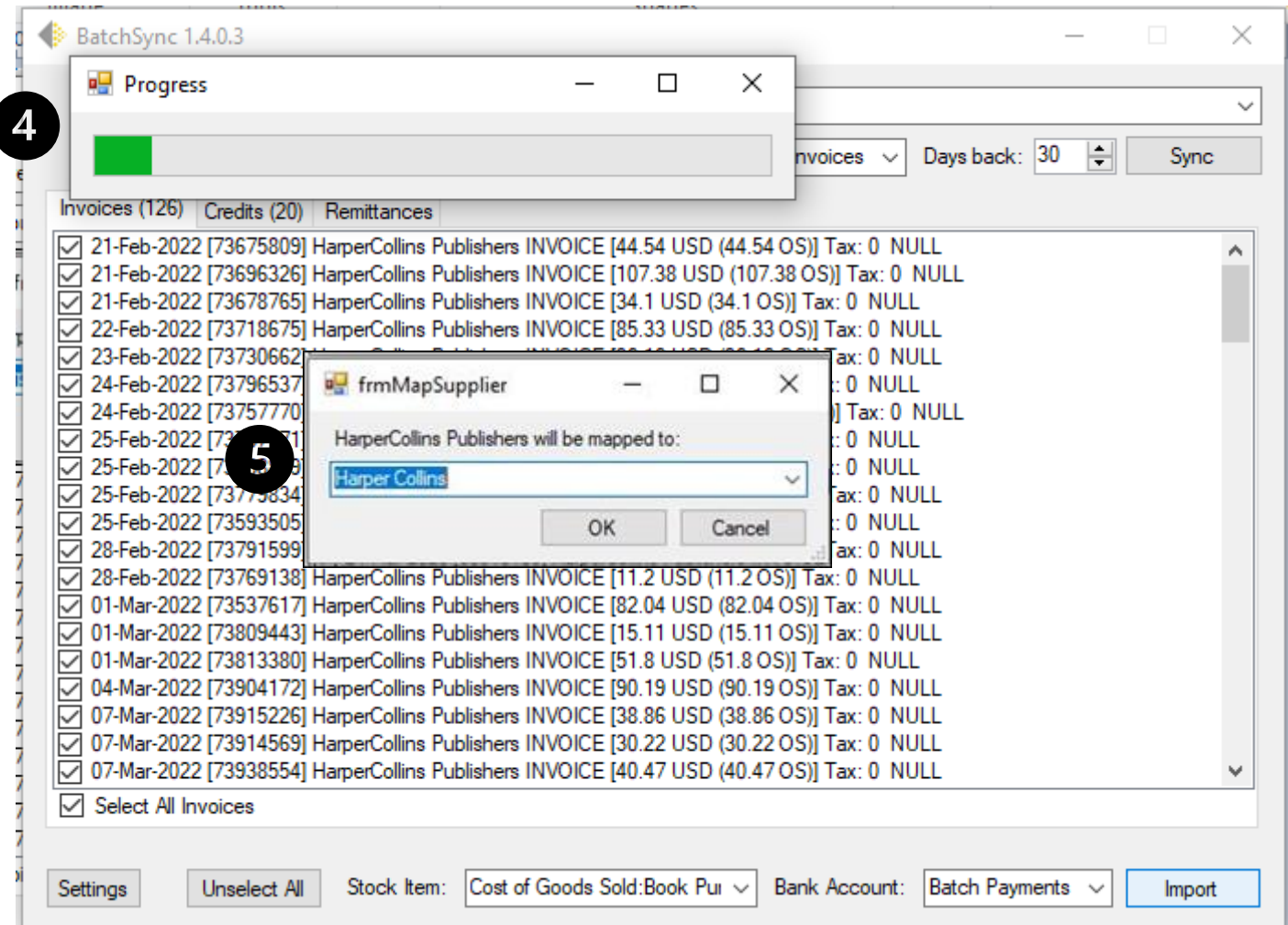
# Using BatchSync

## IMPORTING INVOICES AND CREDITS

4. **Progress Bar**: A progress bar will appear as your invoices and credits are being imported into Batch. The progress bar will disappear when the transmission is done and your invoices and credits have been imported.

5. **Mapping your vendors.** The first time you use BatchSync you will be asked to map the vendor's name in Batch to a specific vendor in QuickBooks. This will be remembered for future imports.

Map each of your vendors by selecting the corresponding vendor name from the drop-down menu and select OK. The vendor mapping dialog box will appear once for each vendor you're importing into QB.

# Using BatchSync

**Congratulations! You successfully set up BatchSync and imported your first set of transactions into QuickBooks. Please read on to find out how to import remittances into QuickBooks.**

# Using BatchSync

## IMPORTING REMITTANCES

Importing a remittance into QuickBooks via BatchSync will do the following:

- Create bill payments for each of the vendors for which Batch remitted a payment.

- Mark invoices paid and apply credits in QuickBooks.

Notes

- The remittance tool allows stores to remit any of their previous five remittances.

- The Days Back counter only applies to importing invoices and credits. No matter what the Days Back counter is set to, BatchSync will always display the last five remittances.

# Using BatchSync

## IMPORTING REMITTANCES

**Step #1**

Go to the Remittance tab

**Step #2**.

Set the Status Type to remittances

**Step #3**

Set the Status to All

**Step #4**

Set your Bank account. Choose the account you want applied to the bill payments created by BatchSync.

**Step #5**

Hit the Sync Button

*Note: You can ignore the Days Back counter when importing a remittance. The Days Back counter only applies to importing invoices and credits.*



For reconciliation purpose, we recommend creating a Batch Payment account in your Chart of Accounts in QuickBooks and setting that as your Bank Account. For more information on why this is recommended, please see the page on *Reconciling Remittances in QuickBooks*

# Using BatchSync

## IMPORTING REMITTANCES

**Step #6**

**Select the remittance date you want to import into QuickBooks.**

After you hit the sync button (Step #4), a progress bar will appear and then disappear. After the progress bar disappears, the remittance date bar will appear blank and unchanged. But when you click on the Remittance Date drop-down, you'll see the dates of your five previous remittances.

Upon selecting your remittance, the invoices and credits will begin to populate the remittance tab.

# Using BatchSync

## IMPORTING REMITTANCES

**Step #7**

Check the Select All Remittances checkbox after the invoices/credits populate the screen.

**WARNING:** You are able to select the invoices/credits to remit using the checkboxes next to each transaction, but we strongly recommend against doing so. By not using the Selecting All remittances button, you run the risk of not including all invoices/credits in the import and the result would be an incorrect bill payment in QuickBooks.

**Step #8**

Click the Import button to import your remittance.

After the progress bar disappears, you can check QuickBooks to verify the remittance has been imported.

BatchSync 1.4.1.2

Site: Live

Bookseller: Valleyside Books    Status: All    mittances    Days back: 30    Sync

Invoices
Remittances

Invoices | Credits | Remittances

20-OCT-2022

14-OCT-2022 [ 96400544] Macmillan Publishing Services CREDIT [ -290.3 USD]
18-OCT-2022 [ 96504757] Macmillan Publishing Services CREDIT [ -388.08 USD]
01-SEP-2022 [ 92396925] Macmillan Publishing Services INVOICE [ 13.47 USD]
01-SEP-2022 [ 92396984] Macmillan Publishing Services INVOICE [ 5.4 USD]
01-SEP-2022 [ 92396992] Macmillan Publishing Services INVOICE [ 18.36 USD]
24-AUG-2022 [ 90794567] Macmillan Publishing Services INVOICE [ 73.4 USD]
24-AUG-2022 [ 90794575] Macmillan Publishing Services INVOICE [ 117.17 USD]
24-AUG-2022 [ 90794583] Macmillan Publishing Services INVOICE [ 449.71 USD]
26-AUG-2022 [ 91570298] Macmillan Publishing Services INVOICE [ 21.59 USD]
26-AUG-2022 [ 91570301] Macmillan Publishing Services INVOICE [ 51.27 USD]
26-AUG-2022 [ 91570328] Macmillan Publishing Services INVOICE [ 10.25 USD]
26-AUG-2022 [ 91570336] Macmillan Publishing Services INVOICE [ 148.41 USD]
29-AUG-2022 [ 9157031X] Macmillan Publishing Services INVOICE [ 720.31 USD]

☑ Select All Remittances    **7**

Settings | Select All | Stock Item: Books | Bank Account: Batch Payment Account | Import    **8**

Congratulations. You've imported a remittance into QuickBooks and there should now be a bill payment for each of your vendors.

# Using BatchSync

## A NOTE ON PREVIOUSLY IMPORTED REMITTANCES

**Previously Imported Remittance**

If a remittance has already been imported into Batch, it will still show up in the list of remittances, but all the invoices will be grayed out, indicating that remittance has already been imported into QuickBooks.

**Note:** Although the invoices will be grayed out, credits will not be grayed out but you will still not be able to import that remittance a second time. If you attempted to do so, you'd receive an error message, "Couldn't pass originalval or outstandingval.



| 13-OCT-2022 | ∨ |
| --- | --- |

- ☑ 21-JUL-2022 [ 75554279] HarperCollins Publishers INVOICE [ 9.17 USD]
- ☑ 21-JUL-2022 [ 75712637] HarperCollins Publishers INVOICE [ 101.1 USD]
- ☑ 25-JUL-2022 [ 75759339] HarperCollins Publishers INVOICE [ 8.63 USD]
- ☑ 26-JUL-2022 [ 75601069] HarperCollins Publishers INVOICE [ 31.31 USD]
- ☑ 27-JUL-2022 [ 75557128] HarperCollins Publishers INVOICE [ 78.35 USD]
- ☑ 27-JUL-2022 [ 75791634] HarperCollins Publishers INVOICE [ 2339.06 USD]
- ☑ 29-JUL-2022 [ 75559423] HarperCollins Publishers INVOICE [ 79.26 USD]
- ☑ 29-JUL-2022 [ 75562244] HarperCollins Publishers INVOICE [ 14.03 USD]
- ☑ 29-JUL-2022 [ 75817833] HarperCollins Publishers INVOICE [ 39.58 USD]
- ☑ 29-JUL-2022 [ 75818250] HarperCollins Publishers INVOICE [ 142.95 USD]
- ☑ 02-AUG-2022 [ 75556564] HarperCollins Publishers INVOICE [ 15.11 USD]
- ☐ 06-SEP-2022 [ 76359135] HarperCollins Publishers CREDIT [ -779.69 USD]
- ☐ 07-SEP-2022 [ 76381207] HarperCollins Publishers CREDIT [ -194.92 USD]
- ☐ 08-SEP-2022 [ 76399704] HarperCollins Publishers CREDIT [ -7 USD]
- ☐ 08-SEP-2022 [ 76402637] HarperCollins Publishers CREDIT [ -217.9 USD]
- ☐ 09-SEP-2022 [ 76416980] HarperCollins Publishers CREDIT [ -10.25 USD]
- ☐ 09-SEP-2022 [ 76420643] HarperCollins Publishers CREDIT [ -552.61 USD]
- ☐ 15-SEP-2022 [ 76500035] HarperCollins Publishers CREDIT [ -9.12 USD]

# Using BatchSync

## RECONCILING REMITTANCES IN QUICKBOOKS

**Using BatchSync for remittances can create a reconciliation issue (see next page) in QuickBooks but it is an issue that is easy to avoid.**

To avoid a possible reconciliation issues, we recommend viewing Batch as a holding account and doing the following:

1. Create a new bank/credit account in your QuickBooks Chart of Account called Batch Payments.

2. When sending funds to Batch, record it as a transfer to this newly created Batch Payments account.

3. When running BatchSync, set the bank account field to Batch Payments.

Viewing Batch Payments as a holding account will allow you to avoid any reconciliation issues.

# Using BatchSync

## RECONCILING REMITTANCES IN QUICKBOOKS EXAMPLE

**Example of Potential Reconciliation Issue:**

A store has a beginning bank account balance of $10,000 and has authorized the following amounts in Batch for remittance.

- PRH - $2,000
- HarperCollins - $1,500
- Macmillan - $500
- Total: $4,000

The ending account balance should be $6,000 ($10,000 - $4,000), but if the store creates a single bill payment in QuickBooks to be deducted from their bank account, the ending bank account balance will be $2,000.

| Payee | Payment Amount | Bank Account Balance |
|---|---|---|
| Starting Bank Account Balance | | $10,000 |
| Payment to Batch | -$4,000.00 | $6,000.00 |
| Penguin Random House | -$2,000.00 | $4,000.00 |
| Macmillan | -$1,500.00 | $2,500.00 |
| HarperCollins | -$500.00 | $2,000.00 |
| Ending Bank Account Balance | | $2,000 |

**Solution: Creating Batch Payments account in QuickBooks**

Follow the steps on the previous page:

1. Create Batch Payments account in Chart of Accounts in QB

2. Record payment to Batch as transfer in QuickBooks

3. Set bank account to Batch Payments account in BatchSync

The result is your information on QB will be accurate, reconciled, and make it easier to track.

| Payee | Payment | Bank Account | Batch Account |
|---|---|---|---|
| Starting Balance | | $10,000 | $0.00 |
| Payment to Batch* | $4,000.00 | $6,000.00 | $4,000.00 |
| Penguin Random House | -$2,000.00 | $6,000.00 | -$2,000.00 |
| Macmillan | -$1,500.00 | $6,000.00 | -$1,500.00 |
| HarperCollins | -$500.00 | $6,000.00 | -$500.00 |
| Ending Balance | | $6,000.00 | $0.00 |

*recorded as transfer to Batch Payment account*
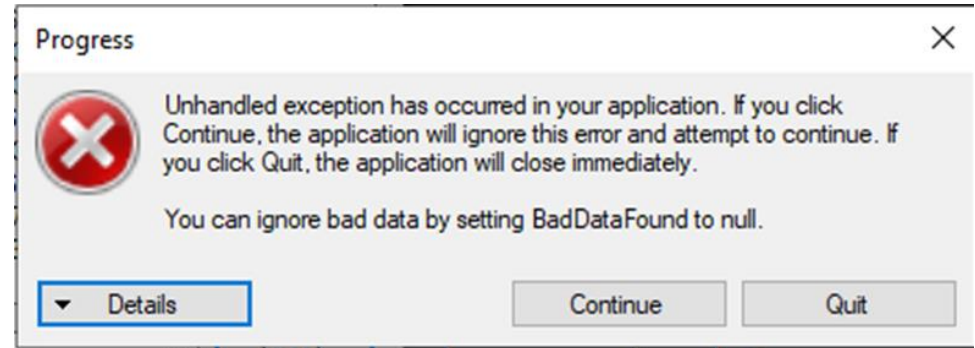
# Using BatchSync



## TROUBLESHOOTING

**Issue: Unhandled Exception (Occurs when importing invoices into QB)**

An unhandled exception occurs when BatchSync has an issue with a specific invoice and gets hung up. It will usually be a PRH invoice that causes the problem.

**Solution:** The solution is to identify the invoice that's causing the issue, manually enter it into QuickBooks and then re-sync and continue with the import.

**How to identify the problem invoice:**

1. After getting the error message, close down and then re-open BatchSync.

2. Hit the sync button again.

3. Whatever invoice is at the top of the sync list should be the invoice causing the issue. Make sure that one is unchecked and import the rest of your invoices into QB.

4. After you identify and manually enter the problem invoice into BatchSync, it won't show up in future syncs.
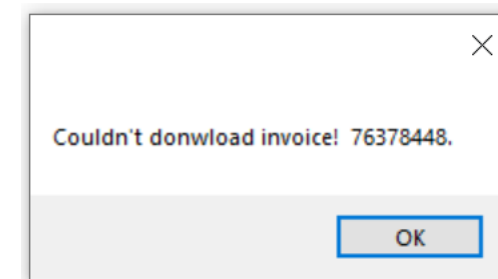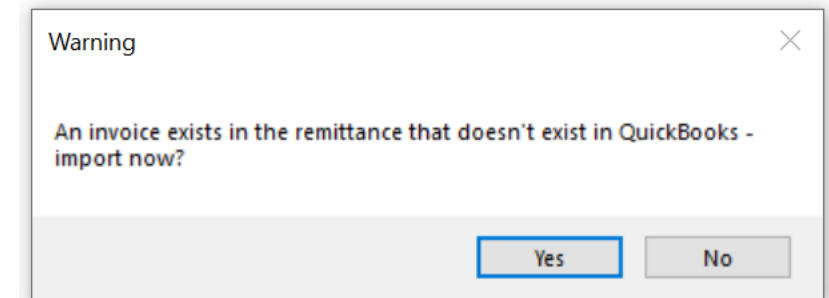
# Using BatchSync

## TROUBLESHOOTING

**Issue: A credit or invoice exists in the remittance that doesn't exist in QuickBooks.**

If you get this message, it means there is an invoice or credit Batch remitted to the publisher but hasn't been entered into QuickBooks. You'll get this error message after you hit Sync but prior to Importing.

In the case of both invoices and credits, you'll be asked if you want to import now.

**Credits** – pressing yes will add the credit to QuickBooks and you can continue to import the remittance after the sync runs.

**Invoices** – pressing yes will not add the invoice to QuickBooks. You'll receive a message, "Couldn't download invoice! #######". Before importing the remittance to QuickBooks, manually add the missing invoice to QuickBooks, re-sync the remittance and continue with the import. If you don't re-sync the remittance before importing, the bill payment created in QB will be incorrect.
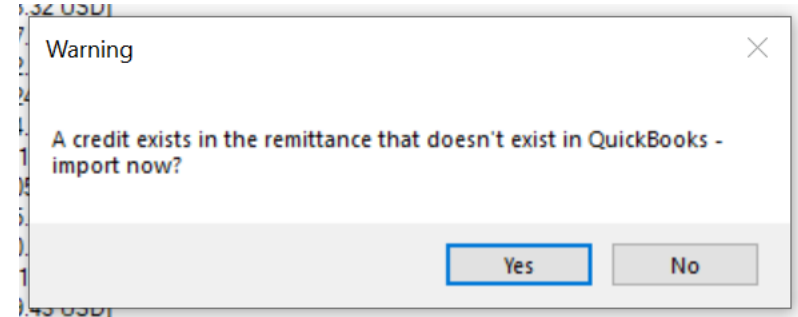
# Using BatchSync

## TROUBLESHOOTING

**Issue:** Received a message box saying there's an error and if I want to report it to Batch. I keep hitting the 'Yes' button but nothing happens, and I can't use BatchSync.

**Solution:** Hit CTL-ALT-DELETE to bring up the Task Manager and do a hard quit of the application and then re-launch BatchSync.

**Issue:** Can't get past the log-in dialog box.

**Solution:** Make sure the email and password combination is the same you use to log into Batch.

**Issue:** I've closed down and re-started BatchSync but am still getting an error message and can't use BatchSync.

**Solution:** If problems persist after closing and re-starting BatchSync, please try the following:

1. Reboot the computer you're working on. If that doesn't work….

2. Do a complete uninstall and re-install of the BatchSync application (see next page for directions to uninstall). If that doesn't work….

3. Email support@batchforbooks.com about your issue. Screen shots are very helpful.

# Using BatchSync

## Uninstalling BatchSync

If you're experiencing issues with BatchSync and need to un-install it, please follow this steps to uninstall all components of BatchSync before re-installing.

**Step #1: Remove BatchSync & QB Installer**

In Windows search bar, search for Add or Remove Programs. Go to the BatchSync app and Uninstall. Then go to the QBFC16_Installer* app and Uninstall.

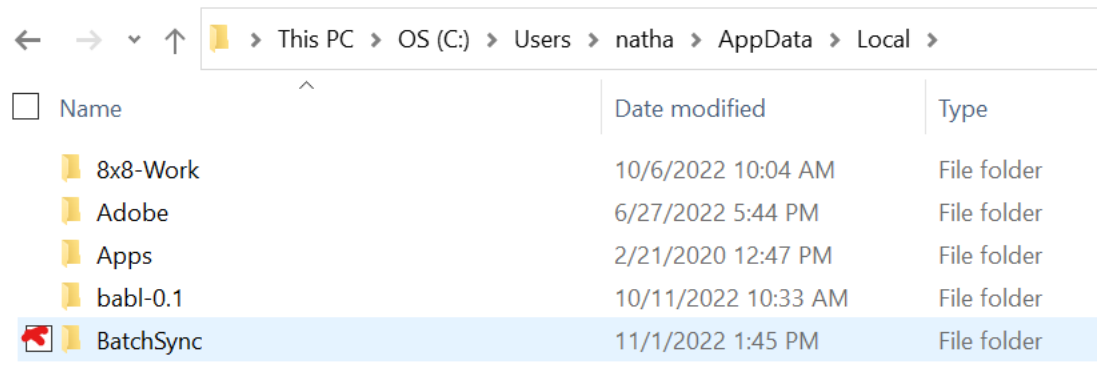*You may have a different version of the Installer. Uninstall whatever version you currently have.*
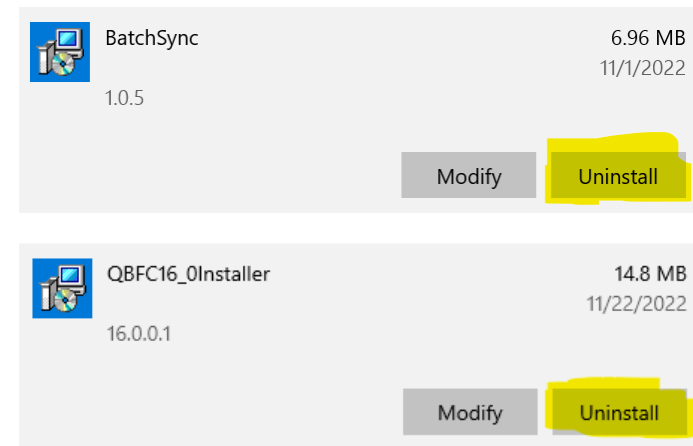
**Step #2: Delete Batch folder in App Data folder**

1. Navigate to C:\Users\username\AppData\Local in Windows Explorer

*[the username in red will be the username for your computer]*

2. Find the BatchSync folder and delete it.

**Step #3: Re-install Installer and BatchSync**

| | BatchSync | 6.96 MB |
| --- | --- | --- |
| | 1.0.5 | 11/1/2022 |
| | | Modify  Uninstall |
| | QBFC16_0Installer | 14.8 MB |
| | 16.0.0.1 | 11/22/2022 |
| | | Modify  Uninstall |

This PC > OS (C:) > Users > natha > AppData > Local

| Name | Date modified | Type |
| --- | --- | --- |
| 8x8-Work | 10/6/2022 10:04 AM | File folder |
| Adobe | 6/27/2022 5:44 PM | File folder |
| Apps | 2/21/2020 12:47 PM | File folder |
| babl-0.1 | 10/11/2022 10:33 AM | File folder |
| BatchSync | 11/1/2022 1:45 PM | File folder |

# Frequently Asked Questions

**What happens if I mapped a vendor in Batch to the wrong vendor in QuickBooks?** Once a vendor has been mapped, it cannot be undone within the user interface. You will have to uninstall BatchSync and re-install the application to re-map a vendor.

**How do I know if an invoice or credit note is already in QuickBooks? Will a duplicate be imported?** No. If a transaction is already in QuickBooks, it will not appear on your list of transactions in BatchSync.

**I hit Import, but I'm not sure if the transactions were transmitted to QuickBooks.** Try hitting the Sync button. If you have transactions that are greyed out and cannot be selected, that means they were already imported into QuickBooks.

**Is there any way to undo an import?** No. Once transactions have been imported into QuickBooks, they cannot be removed through BatchSync. You would need to go into QuickBooks and manually remove or edit them.

**I launched BatchSync but got an error message and was unable to import anything into QuickBooks. What happened?** The most common cause of an error message when first launching BatchSync is the Installer wasn't run before the BatchSync Application. Uninstall the BatchSync application. Download and run the Installer and re-install BatchSync.

*In general, if you are unable to import via BatchSync or get an error message, the first thing that we recommend you do is completely un-install BatchSync from your computer and go through the install process again.*

**Does BatchSync run automatically?** No, stores must launch and run BatchSync to import invoices into QuickBooks.

BatchforBooks.com
nathan.halter@batchforbooks.com