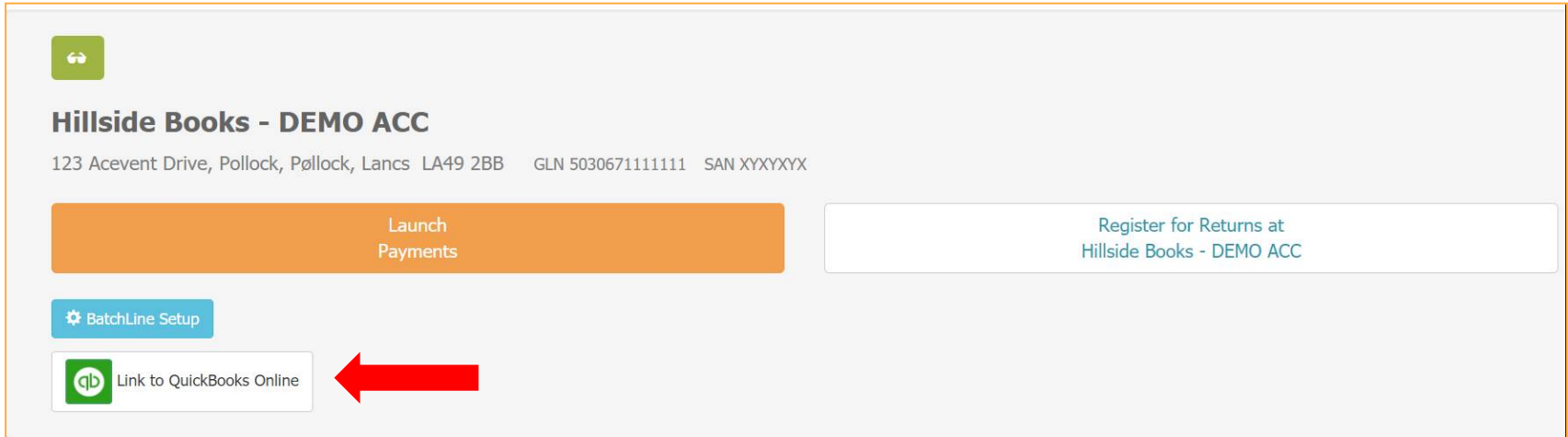Syncing Batch with QuickBooks Online

BatchSync is very easy to set up, but there is one piece of preparation that we recommend booksellers undertake before starting.

When Batch transmits invoices to QuickBooks Online (QBO), it identifies the supplier by a unique 13-digit code. Before initiating the BatchSync for the first time, we recommend logging into QBO and amending your supplier names to include this 13-digit code. If this step is not taken and Batch cannot find a supplier with that code, it will create an entirely new supplier within QBO.
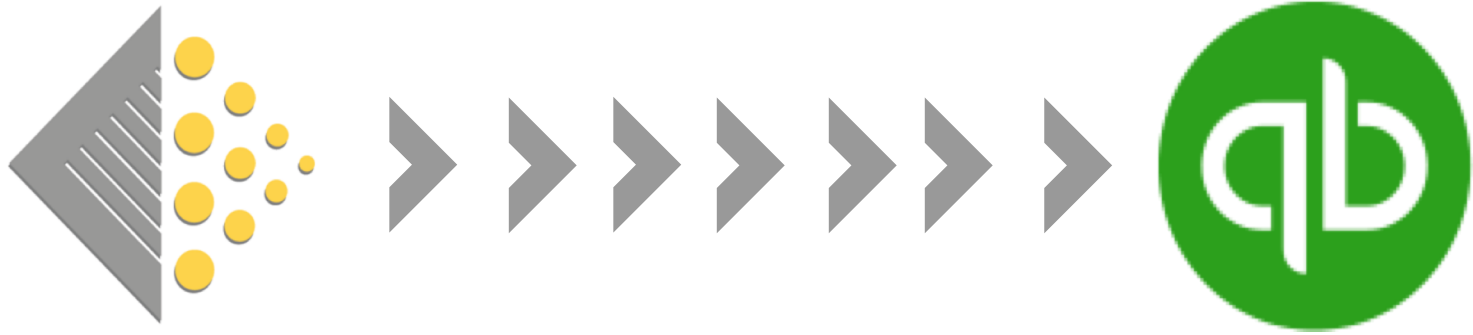
Setting Up Your Suppliers in QBO

To get started with BatchSync for QuickBooks Online (QBO), click on the 'Link to QuickBooks Online' button on your BatchOne web portal.
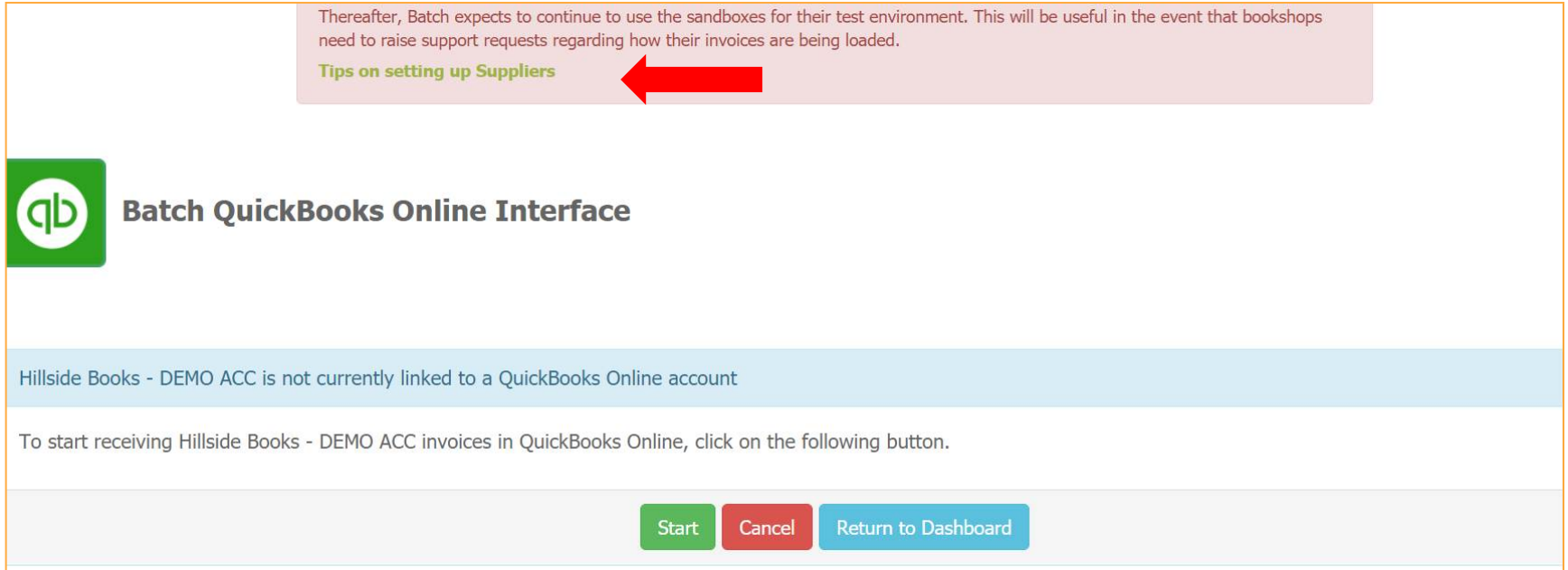
On the next page, there will be instructions with a pink background at the top of the screen with a 'Tips on Setting Up Suppliers' link. Click on that.

Thereafter, Batch expects to continue to use the sandboxes for their test environment. This will be useful in the event that bookshops need to raise support requests regarding how their invoices are being loaded.

Tips on setting up Suppliers

Batch QuickBooks Online Interface

Hillside Books - DEMO ACC is not currently linked to a QuickBooks Online account

To start receiving Hillside Books - DEMO ACC invoices in QuickBooks Online, click on the following button.

Start   Cancel   Return to Dashboard

You will see your publishers listed along with their 13-digit code. Keep this tab open and log into QBO in another tab.

The Supplier names displayed in Batch may not match the names you are using within your QuickBooks Online organisation

For example, you may be using the name **HARPERCOLLINS** where Batch uses **HarperCollins Publishers Ltd**.

When loading transactions to your QuickBooks Online organisation, Batch will attempt to find an existing Supplier record and create one if it can't find a match. You can ensure that we can work with your existing Suppliers, you can embed an identifier into the trading name record of the Supplier in QuickBooks Online. The name does not need to match exactly, but you must include the code and the brackets in your Supplier Display Name.

E.g. using the same example given above, you could change your Supplier trading name in QuickBooks Online to HARPERCOLLINS (5050085019195) and the code in brackets would ensure that transactions can be loaded against your Supplier record.

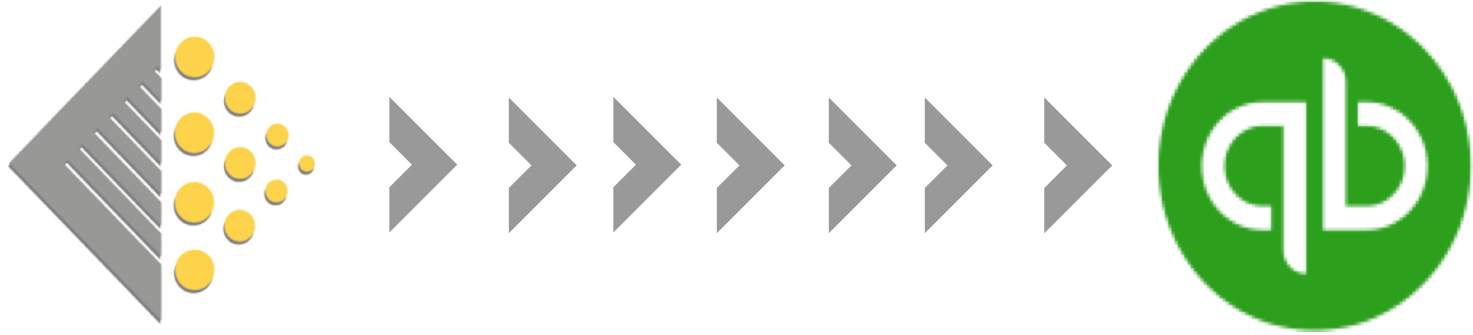| 5m Publishing (5030670173204) | Copy text |
ABE-IPS sp. z o.o. (5030670168996)	Copy text
Argosy Libraries Ltd (5033075491379)	Copy text
Assoc Learned & Prof Soc Pub (5030670150526)	Copy text
BCS Learning and Development (5030670155415)	Copy text
BRILL (5030670150533)	Copy text

Within QBO, select a supplier to edit to bring up the box below. You will want to add the 13-digit code within parentheses to the end of the company name within the '*Display name as' field and Save.

Note: The name itself does not need to match what's in Batch, only the number.

So, if it's Penguin Random House (13-digit #) within Batch, but PRH within QBO, you can copy the whole thing or you can just add (13-digit #) to the end of the name that's already in QBO.

Supplier Information

Title	First name	Middle name	Last name	Suffix	Email
					Separate multiple emails with commas

Company
HarperCollins Publishers Ltd (5050085019195)

Phone	Mobile	Fax

* Display name as
HarperCollins Publishers Ltd (5050085019195)   ▼

Other	Website

Address map
Street

Billing rate (/hr)

City/Town   County

Terms
Enter Text   ▼

Postcode   Country

Opening balance   as of
                        04/03/2021

Notes

Account no.
Appears in the memo of all payments

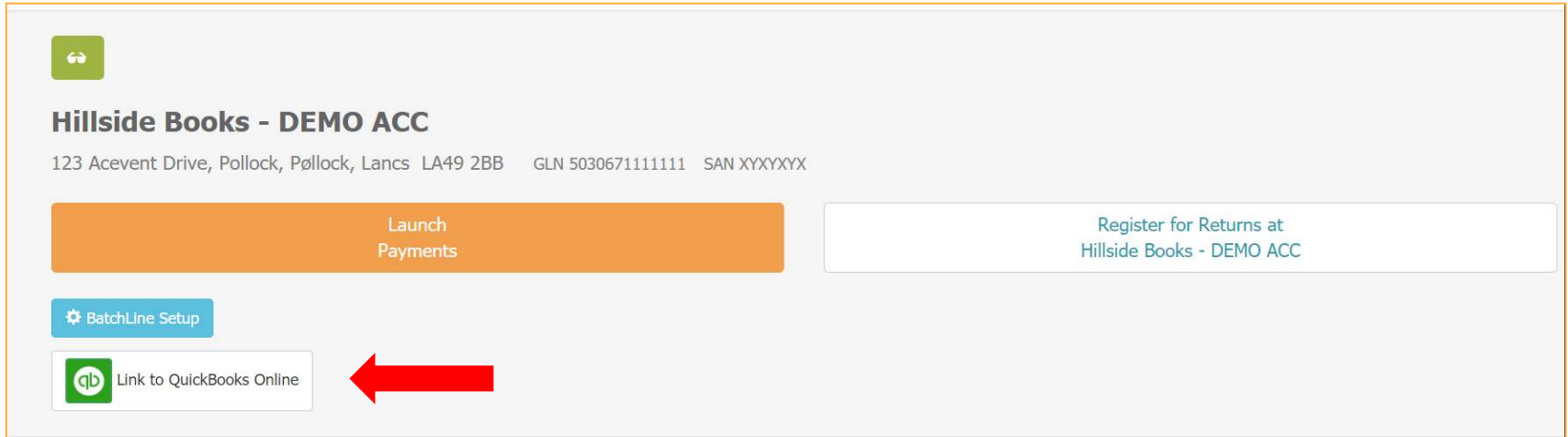# Initiating BatchSync for the First Time

3 notes before starting the BatchSync

#1 / When you first initiate the BatchSync, it will take a bit of time to transmit your invoice data from Batch to QBO. The more invoices there are to transmit, the longer it will take. This is normal. After the initial transmission, Batch will be transmitting invoices on a continual basis to QuickBooks so there won't be any noticeable time lag.

#2 / Only invoices that are open, verified, or authorised on Batch can be transmitted. Cleared invoices or invoices marked as Not Paying through Batch will not be transmitted.

#3 / Once the BatchSync process has been initiated, it will continue to run unless you delete the link between Batch and QBO. Closing either Batch or QBO does not delete the link and stop the flow of invoices from Batch to QBO.

Step 1. Sign into BatchLine and click on the 'Link to QuickBooks Online' button.

Hillside Books - DEMO ACC

123 Acevent Drive, Pollock, Pøllock, Lancs LA49 2BB   GLN 5030671111111   SAN XYXYXYX

Launch
Payments

Register for Returns at
Hillside Books - DEMO ACC

⚙ BatchLine Setup

Link to QuickBooks Online

Step 2. To begin the process of syncing Batch to your QuickBooks account, click on the 'Start' button.

Batch QuickBooks Online Interface

Hillside Books - DEMO ACC is not currently linked to a QuickBooks Online account

To start receiving Hillside Books - DEMO ACC invoices in QuickBooks Online, click on the following button.

Start   Cancel   Return to Dashboard

Step 3. Confirm that you want to connect your Batch site to QBO by clicking on the 'Go to QuickBooks Online' button.

Batch QuickBooks Online Interface

Do you wish to connect this site to QuickBooks Online?

Hillside Books - DEMO ACC
123 Acevent Drive
Pollock
Pøllock
Lancs
LA49 2BB

Please confirm that you wish to link this site to a QuickBooks Online company.
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.
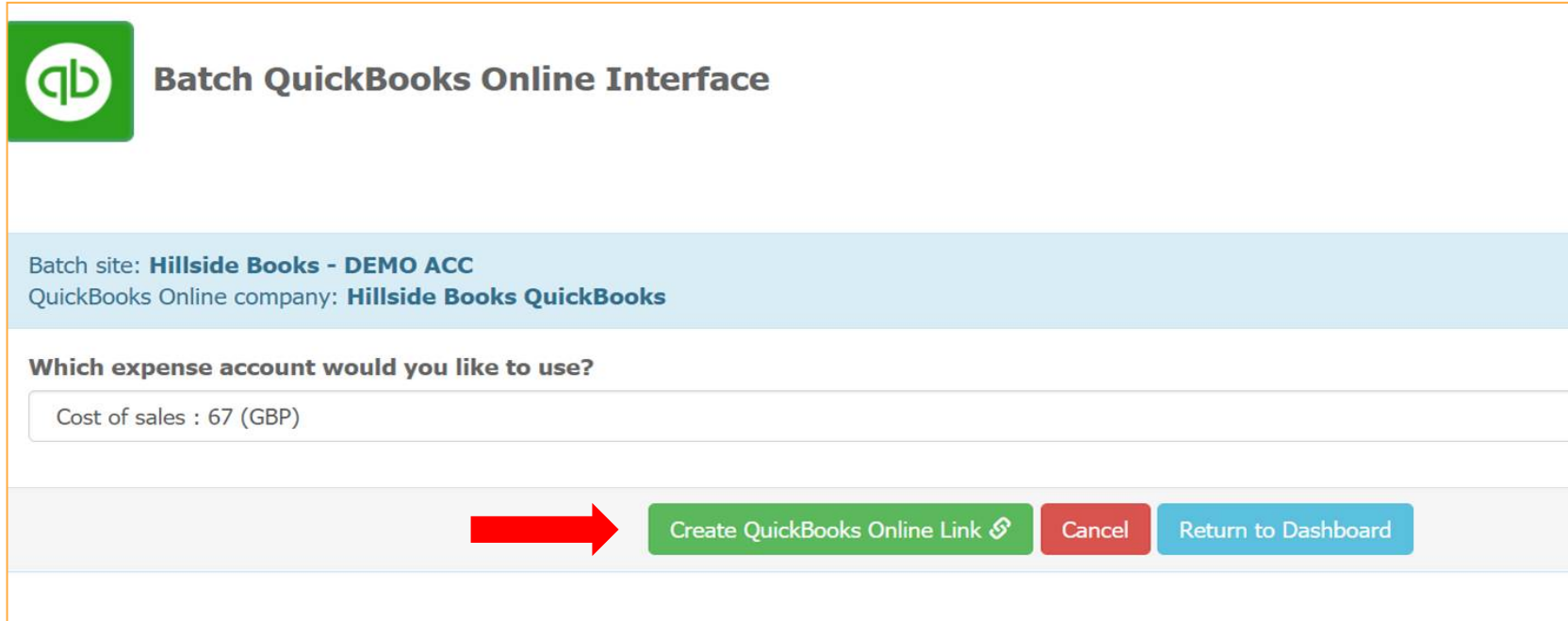
Go to QuickBooks Online   Cancel   Return to Dashboard

Step 4. Select your shop from the 'Search for a company' dropdown menu. (If you're not already signed into QBO, you will first be prompted to sign in.)

Step 5. Once you've selected your shop, hit the 'Next' button.

Step 6. Select the account into which your invoices and credit notes will be categorised and click on the 'Create QuickBooks Online Link' button.

Batch QuickBooks Online Interface

Batch site: **Hillside Books - DEMO ACC**
QuickBooks Online company: **Hillside Books QuickBooks**

Which expense account would you like to use?

Cost of sales : 67 (GBP)

Create QuickBooks Online Link 🔗   Cancel   Return to Dashboard

Note: BatchSync is only able to specify one type of account.

Step 7. Enter the Invoice Date from which you want to send invoices from Batch to QBO and hit 'Load Invoices'.

QuickBooks Online Link Details for **Hillside Books - DEMO ACC**

Batch site	Hillside Books - DEMO ACC
QuickBooks Online company	Hillside Books QuickBooks
Expense Account	Cost of sales (67)
Account Currency	GBP Please note that during BETA testing, we can only send transactions in the default currency for the selected expense account.
Link Status	Created *[2021-03-04 12:45:28]*

Retrieve / Resend Past Invoices

Request that 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.
Tips on setting up Suppliers

Invoice Date | 2020-10-30 | Load Invoices

Note: In the instance above, transactions with a date of 30 October 2020 onwards will be transmitted to QBO in the initial sync.

Congratulations! BatchSync has been initiated. At this point, there's nothing you need to do to send your invoices from Batch to QBO.

Read on to see how the invoices are transmitted and how Batch handles remittances.
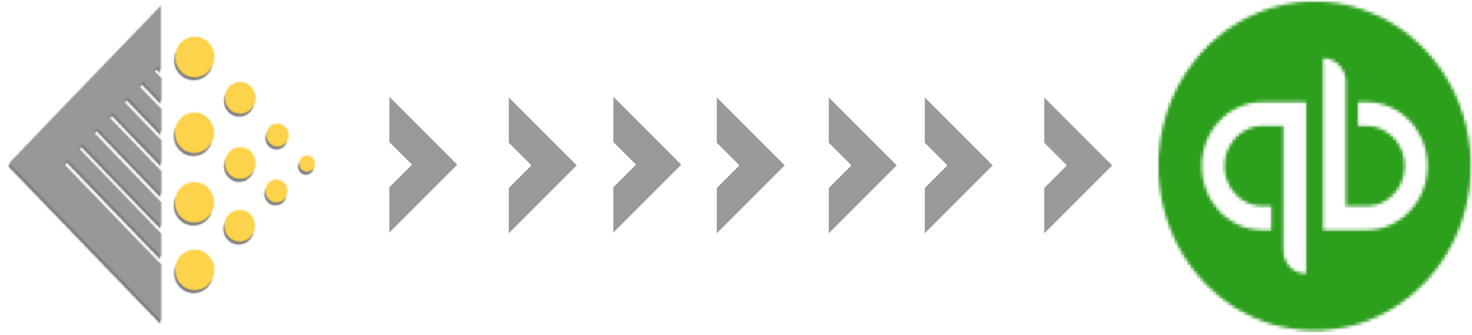
Batch Invoice Details & Remittances within QBO

Transactions are transmitted as either Invoices or Credit Notes and can be found under Expenses within QBO.

	SUPPLIER ▲ / COMPANY	PHONE	EMAIL	CURRENCY	OPEN BALAI	ACTION
☐	Marston Book Services (5050085514577)			GBP	£3,258.84	Make payment ▼
☐	McGraw-Hill Education (5013546077509)			GBP	£2,573.44	Make payment ▼
☐	Nationwide Distributors (5011111111111) Nationwide Distributors (5011111111111)			GBP	£809.52	Make payment ▼

Expenses   **Suppliers**

Note: The columns you see will be based on your settings within QBO.

The information that is transmitted will be the supplier, amount, transaction ('bill') date, due date, category and invoice ('bill') number.

Note: The description defaults to 'Books' for transactions transmitted through BatchSync.

The remittance process happens automatically within QBO. After a transaction is transmitted to QBO, it will remain open until Batch remits the invoices to the supplier. At each clearance, Batch will send an update to QBO to mark invoices as paid. There is nothing you need to do to update that invoice within QBO.

When an invoice is remitted, it will be marked as paid within QuickBooks.

Bill Payment no.BATCH-Nationw-210304

✔ Bill # 0396666603 (01/01/2021)	01/01/2021	30.43	30.43	30.43
✔ Bill # 0R12770603 (01/01/2021)	01/01/2021	30.43	30.43	30.43
✔ Bill # 0666670786 (01/01/2021)	01/01/2021	38.23	38.23	38.23
✔ Bill # 03X22229IW (01/01/2021)	01/01/2021	89.12	89.12	89.12
✔ Bill # 03X2526WIW (01/01/2021)	01/01/2021	89.12	89.12	9.99
✔ Bill # 031B521272 (01/01/2021)	01/01/2021	38.23	38.23	38.23
✔ Bill # 0390777772 (01/01/2021)	01/01/2021	38.23	38.23	38.23
✔ Bill # 0333330786 (01/01/2021)	15/01/2021	38.23	38.23	38.23
✔ Bill # 039133317 (15/01/2021)	15/01/2021	16.49	16.49	16.49
✔ Bill # 031B599972 (15/01/2021)	15/01/2021	38.23	38.23	38.23

Note: If you pay an invoice outside Batch, it will not be updated in QBO.
You will have to mark that invoice as paid manually.

When a credit is remitted, it will be marked as paid within QuickBooks.

Supplier Credit no.C356061   ⚙ ⓘ Help ✕

REFUND STATUS

Supplier

Nationwide Distributors (501111⌄)

PAID

1 payment made on 04/03/2021

Mailing address   **Payment date**

Nationwide Distributors   26/02/2021
(5011111111111)

Ref no.

C356061

Location

Tags ⓘ   Manage tags

Start typing to add a tag

Amounts are Exclusive of Tax ⌄

Within each Bill Payment, you can find the amount paid, and it sets the Bank/Credit account as 'Batch Payments'.

Bill Payment no.BATCH-Nationw-210304

Payee

Nationwide Distributors (501111

Email

Email (Separate emails with a comma)

☐ Send later   Cc/Bcc

Bank/Credit account

Batch Payments

AMOUNT PAID

£583.18

On the Bill Payment screen, you will find a list of all the open invoices for a supplier and the ones with a green tick will be the ones that were part of that payment.

✓	Bill # 0396666603 (01/01/2021)	01/01/2021	30.43	30.43	30.43
✓	Bill # 0R12770603 (01/01/2021)	01/01/2021	30.43	30.43	30.43
✓	Bill # 0666670786 (01/01/2021)	01/01/2021	38.23	38.23	38.23

Batch.co.uk
mail@batch.co.uk