



[Knowledgebase](#) > [SalesPad](#) > [Sales](#) > [Batch Charging](#)

Batch Charging

Megan De Freitas - 2024-11-22 - [Sales](#)

Overview

Batch Charging is an action that allows users to charge documents by batch in Sales Batch Processing. In this document you will learn how to use Batch Charging. Any securities and settings related to this action will be listed at the end of document.

Usage

To use Batch Charging, enter the Sales Batch Processing module. Select the documents that you want to Batch Process from the search grid. You can use ctrl-click to select multiple documents. Then, use the **Actions** dropdown to select Charge Batch. All selected documents will be charged based on the default credit card you have on file for the customer.

Note: If you do not have Selected Documents Only checked, then the Charge Batch action will charge all of the orders in the search grid.

The screenshot shows the 'Sales Batch Processing' window. At the top, there's a toolbar with icons for Close, Search, Print, Transfer, Forward, Email, Allocate, Capture CC Auths, Fax, Unallocate, and Refresh Manually. Below the toolbar is a 'Search By' section with a dropdown menu set to 'DREV, DEADQUOTES, I'. To the right of this are checkboxes for 'Selected Documents Only' (checked), 'Forward After Print', and 'Forward After Email'. A 'Configure Actions...' dropdown menu is open, showing 'Batch Auth' and 'Charge Batch' options, with 'Charge Batch' highlighted by a red box. Below the search bar is a 'Search Results' table with columns: Sales Batch, Sales Doc Num, Sales Doc Type, Customer PO N..., Customer Num, Customer Name, Payment Terms, Warehouse Code, Status, and Total. The table contains 10 rows of data for various orders from 'WeBee Honey'. At the bottom right of the table, there is a summary box showing '432,028.16'.

Sales Batch	Sales Doc Num	Sales Doc Type	Customer PO N...	Customer Num	Customer Name	Payment Terms	Warehouse Code	Status	Total
XFER2ORDER	000003	ORDER		000001	WeBee Honey	2% 10/NET 30	WAREHOUSE	PP	949.75
XFER2ORDER	000004.2	ORDER		000001	WeBee Honey	2% 10/NET 30	WAREHOUSE	BO FBO	139.95
XFER2ORDER	000005	ORDER		000001	WeBee Honey	2% 10/NET 30	WAREHOUSE	BO PBO PP	1,130.25
RDY2PICK	000006.1	ORDER		000001	WeBee Honey	2% 10/NET 30	WAREHOUSE	BO PBO PP PL	467.15
RDY2PICK	000006.2	ORDER		000001	WeBee Honey	2% 10/NET 30	WAREHOUSE		139.95
BACKORD	000006.3	ORDER		000001	WeBee Honey	2% 10/NET 30	WAREHOUSE	BO FBO	279.90
RDY2PICK	000007.1	ORDER		000001	WeBee Honey	2% 10/NET 30	WAREHOUSE	FP	250.00
BACKORD	000007.2	ORDER		000001	WeBee Honey	2% 10/NET 30	WAREHOUSE	BO FBO	699.75
BACKORD	000008.2	ORDER		000001	WeBee Honey	2% 10/NET 30	WAREHOUSE	BO FBO PL	799.75
BACKORD	000009	ORDER		000001	WeBee Honey	2% 10/NET 30	WAREHOUSE	BO FBO PI	949.75
									432,028.16

After confirming the action, the documents will be forwarded in the workflow.

Security and Application Settings

*Batch Charging** - Allows users to see and use the Charge Batch action in Sales Batch Processing