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## Batch Charging

Cavallo Support - 2026-02-26 - [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 interface. At the top, there are tabs for 'Customer Search' and 'Sales Batch Processing'. Below the tabs is a toolbar with icons for Close, Search, Print, Transfer, Forward, Email, Allocate, Capture CC Auths, Fax, Unallocate, and Refresh Manually. The main area is divided into a search section and a search results section. The search section has a 'Search By' field and a 'Sales Batch' dropdown menu. The search results section contains a 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 lists several orders for 'WeBee Honey' with various document numbers and statuses. A dropdown menu is open over the table, showing 'Batch Auth' and 'Charge Batch' options, with 'Charge Batch' highlighted in red.

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	PP	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 PL	949.75
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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