



## Sales Batch Processing

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### Overview

Sales Batch Processing provides an interface to perform batch-level operations on multiple documents. From this module, users can forward documents in workflow, place payments on orders, and print, fax, or email documents and invoices. Sales Batch Processing is accessible in SalesPad from Modules > Sales Batch Processing.

Sales Batch Processing Screen:

Sales Batch Processing - TWO - SalesPad

Application Case Tracker CRM Distribution BOM Equipment Management Inventory Purchasing Reporting Returns Management Sales Set

Customer Search Customer: [AARONFIT0001] Aaron Fitz Electrical Sales Batch Processing

Close Search Print Transfer Forward Email Allocate Fax Unallocate Refresh Manually

Search By

Sales Batch:  ☐ Search Fully Packed Documents

Options

☒ Selected Documents Only ☐ Forward After Print ☐ Forward After Email

Search Results

Sales Batch	Sales Doc Num	Sales Doc Type	Customer Num	Customer Name	Payment Terms	Warehouse Code	Status	Total
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### Check Boxes

Three check boxes appear in the Sales Batch Processing module:

**Selected Documents Only:** If checked, actions will affect only selected documents; if unchecked, actions will affect all documents in the Search Results grid.

**Forward After Print:** If checked, forwards the document(s) to the workflow-defined next queue after printing.

**Forward After Email:** If checked, forwards the document(s) to the next workflow-defined queue after emailing.

## Header Buttons

The following buttons appear in the header of the Sales Batch Processing module:

### Close

Clicking this button will close the Sales Batch Processing module.

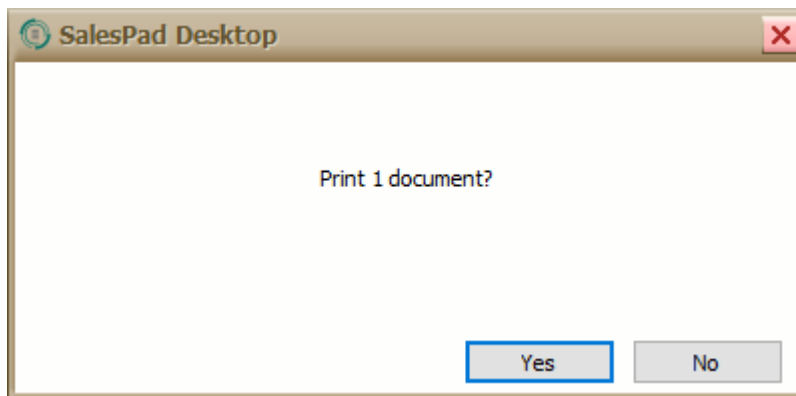
### Search

Clicking this button will search for all open documents in all batches, or search by any criteria typed into the Search By Sales Batch field. Results appear in the Search Results grid.

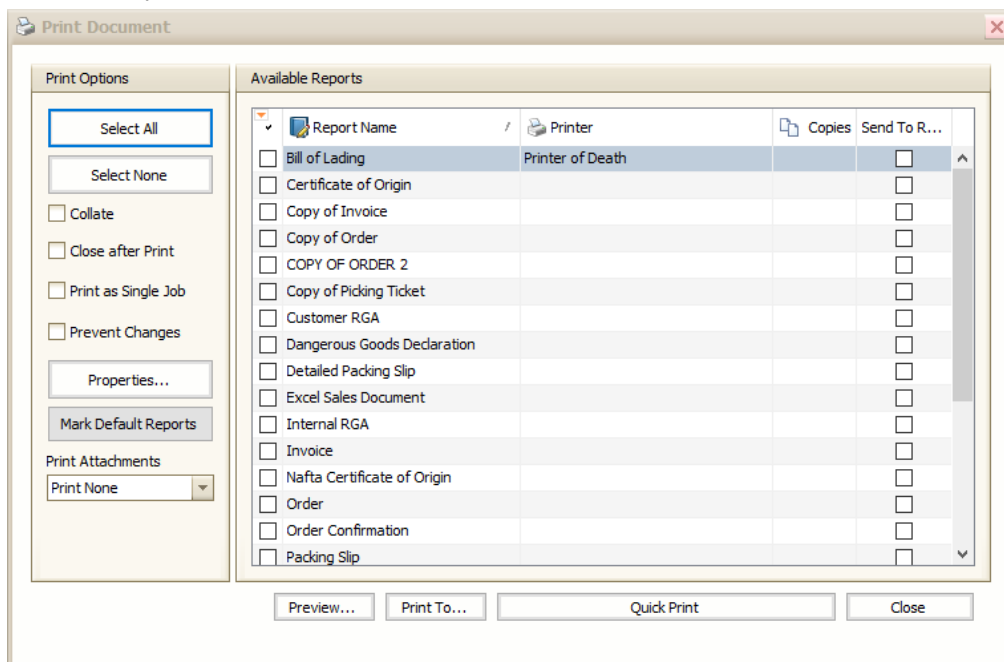
### Print

Clicking this button will start the process of printing selected documents (or all documents in the Search Results grid, if the Selected Documents Only box is left unchecked).

1. In Sales Batch Processing, search for and select the document(s) you wish to print
2. Click the **Print** button. A popup box will appear, confirming that you want to print the specified number of documents



3. Click **Yes**. The Print Sales Document Report box will appear, where print options and available reports can be selected



4. Select the appropriate report(s) to print

5. Select an option (Preview, Print To, Quick Print) from the buttons at the bottom.  
Preview/Options will appear upon selection

**Note:** Because this module has the ability to print multiple documents from one screen, security specified by document in the Print Reports section will be ignored.

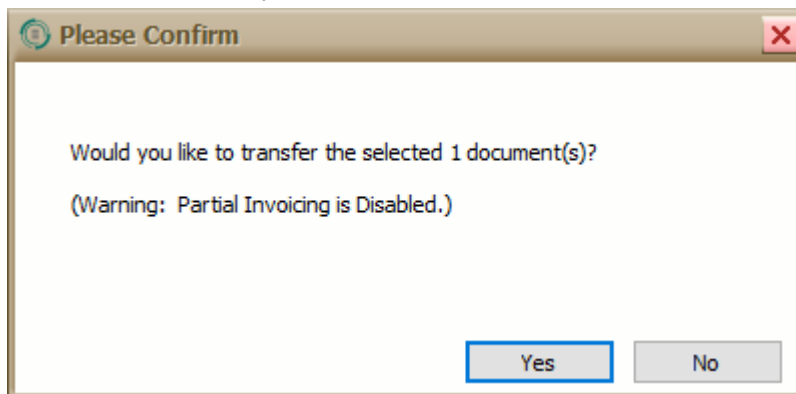
#### Transfer to Invoice

Clicking this button will start the process of transferring selected documents (or all documents in the Search Results grid, if the Selected Documents Only box is left unchecked), to Invoice.

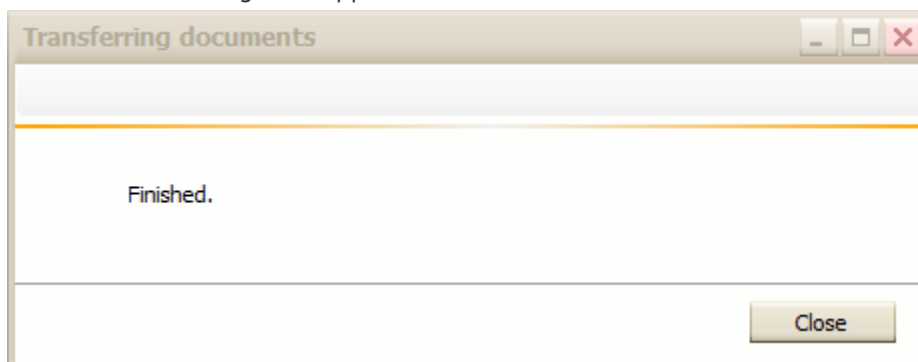
**Note:** When you transfer a document to an invoice in Sales Batch Processing, the workflow will skip the first step automatically, allowing it to auto run a rule.

#### Procedure

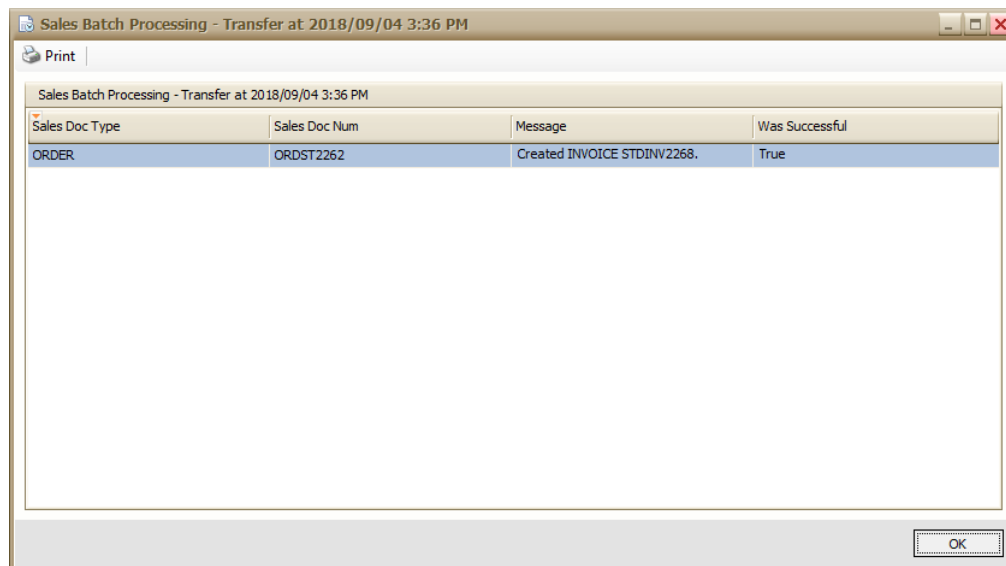
1. Search for and select the document(s) you wish to transfer
2. Click the **Transfer to Invoice** button. A popup box will appear, confirming that you want to transfer the specified number of documents to invoice



3. Click **Yes**. The "Transferring Orders to Invoices" window appears, until all selected documents have been transferred. This may take some time.  
If a document cannot be transferred, a screen with an explanatory message will appear after confirming the transfer (ex: unfulfilled items). This screen can be printed or closed. When documents have been successfully transferred, a confirmation message will appear.



4. Click **Close**. The Sales Batch Processing - Transfer to Invoice window will appear, listing any documents that were transferred



From here you can either print the confirmation or close the window.

#### Forward

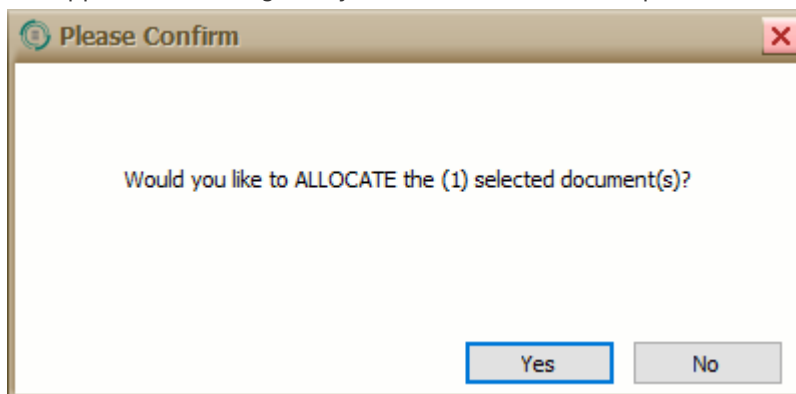
Clicking this button will move selected documents (or all documents in the Search Results grid, if the Selected Documents Only box is left unchecked) to the next workflow-defined Queue. A confirmation log will appear, which can either be printed or closed.

#### Allocate

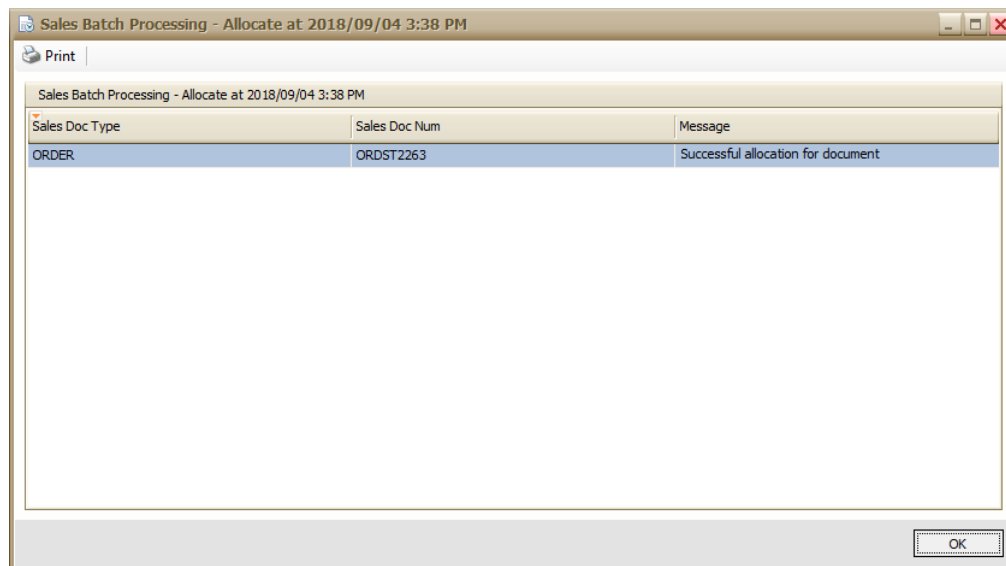
Clicking this button will allocate lines on selected documents (or all documents in the Search Results grid, if the Selected Documents Only box is left unchecked).

#### Procedure

1. Search for and select the document(s) you wish to allocate the lines for. A popup box will appear, confirming that you want to allocate the specified number of documents

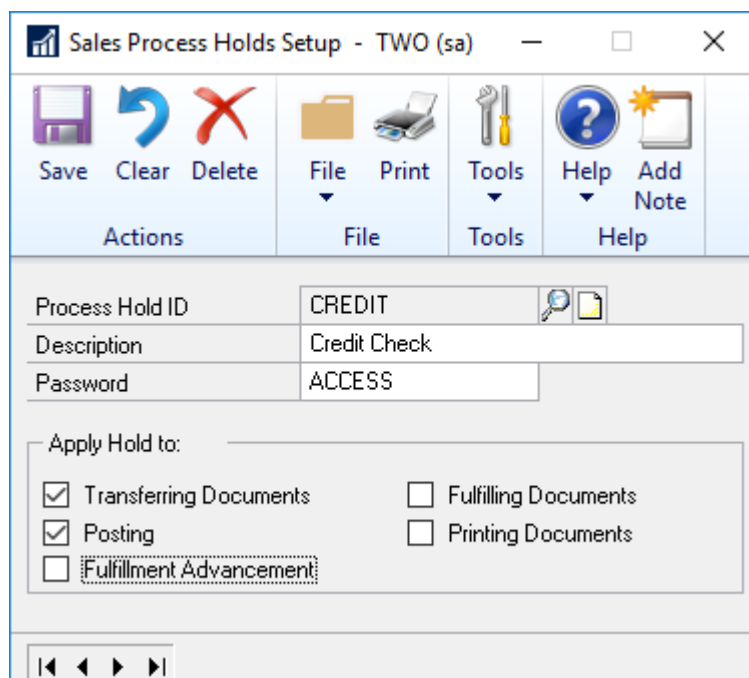


2. Click **Yes**. The Allocating Sales Documents screen appears, until all selected documents have been allocated. This may take some time.
3. When documents have been successfully allocated, a confirmation message will appear.
4. Click **Close**. A confirmation log will appear that can either be printed or closed



**Note:** To stop a document with a credit card pre-auth from being transferred or posted before payment is received, you must change the hold settings in Dynamics GP:

1. Log in to Dynamics GP
2. Open the Microsoft Dynamics GP dropdown Menu, and then go to Tools > Setup > Sales > Process Holds
3. On the Sales Process Holds Setup window, select the Process Hold ID to change
4. Select Transferring Documents and Posting to apply those holds
5. Click **Save**



#### Email

Clicking the Email button will start the process of emailing selected documents (or all documents in the Search Results grid, if the Selected Documents Only box is left

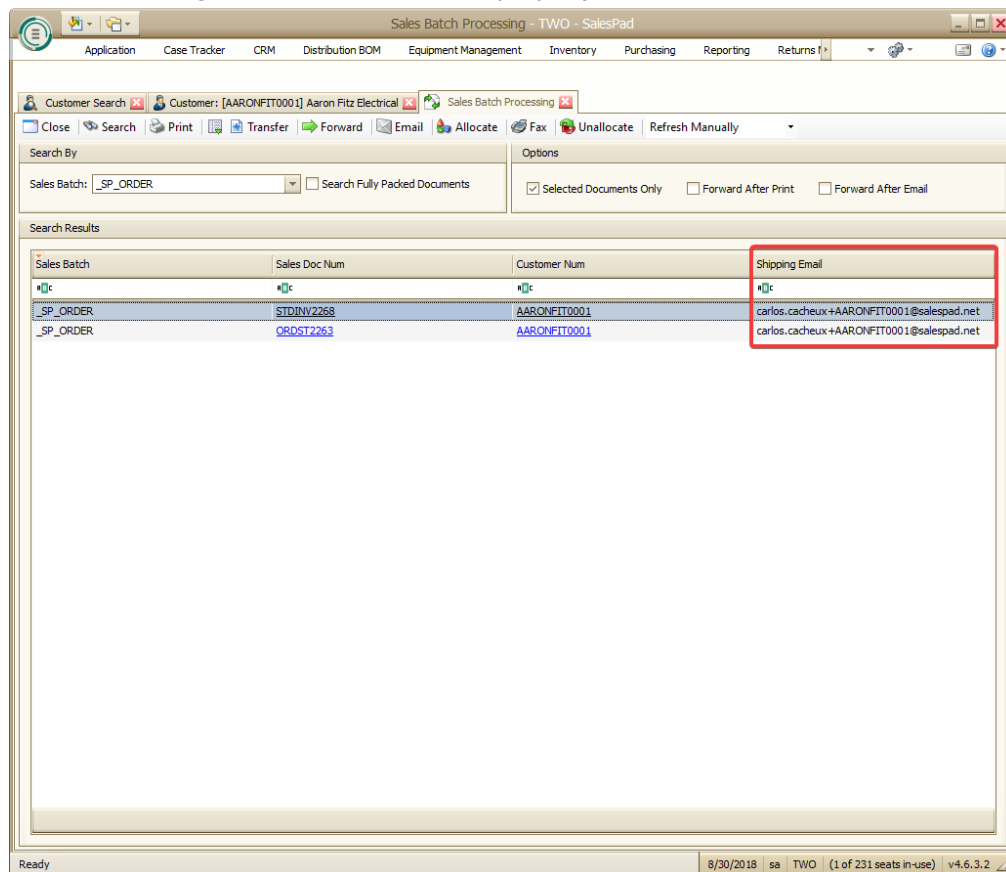
unchecked). Note: You must have valid Email Server setup to use this function. [Emailing and Email Templates](#)

**Note:** The From email address used must match the global address pointed to by the company email server set up in the Sales Email Confirmation settings in SalesPad's Settings module. (Refer to the [Emailing in SalesPad Desktop](#)).

**Note:** Before you click the Email button, make sure that the email address field you plan to use is populated. If the customer's "Dont Email" box is checked (viewable from Customer Search), an email will not actually be sent.

## Procedure

1. Make sure the shipping email and/or billing email are already populated, as in the screen below (If you do not see the proper email columns populated in the Sales Batch Processing screen, it will not email properly.)



2. If they are, proceed to step 5. If they are not, you can update them from each sales document, on the Addresses tab:

Line Items | Notes | Addresses | Holds | User Fields | Audit | Related Documents | Purchases | Quick Report | FedEx Quote | Email Audit | Assemblies | Tracking Numbers | Interactions | Shipment | Manufacturi

<b>Ship To Address</b> Address Code: PRIMARY Ship To Name: Aaron Fitz Electrical Ship to Contact: Bob Fitz Address: 1471 Burke Ave City: Grand Rapids State: MI Zip: 49505 Country Code: United Stat		<b>Other Information</b> Phone 1: (425) 555-C Phone 2: Phone 3: Fax: (312) 555-C Ups Zone: Tax Schedule: U... Tax Exempt 1: Tax Exempt 2: Tax Registration #:		<b>Bill To Address</b> Address Code: PRIMARY Bob Fitz 1471 Burke Ave Grand Rapids, MI 49505 P: (425) 555-0101 F: (312) 555-0101 Notification(s): Shipping Email: AARONFIT0001@salespad.net Billing Email: AARONFIT0001@salespad.net <input type="checkbox"/> Do Not Email Shipping <input type="checkbox"/> Do Not Email Billing <input type="checkbox"/> Do Not Text Shipping <input type="checkbox"/> Do Not Text Billing	
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Add Update Undo

3. After updating, save and close the document

4. Refresh the information in Sales Batch Processing

**Note:** To automatically populate these values for new sales documents, you can fill them out on the Customer Card:

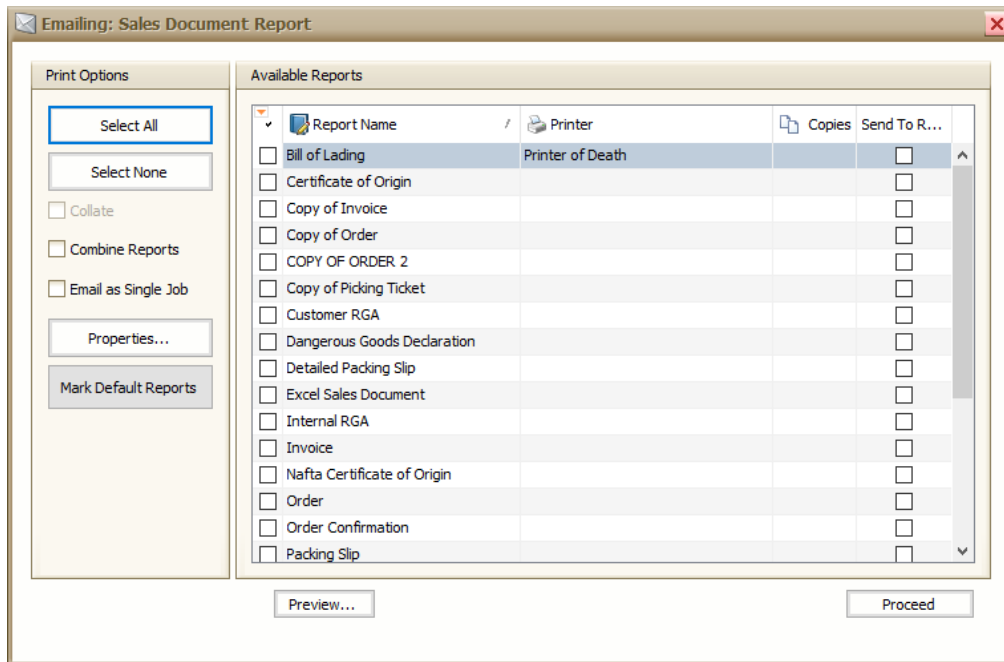
Contact Addresses | CRM | Note | A/R | Item History | Sales Documents | Credit Cards | PayFabric Transactions | PayFabric Wallet | User Fields | Sales Graph | Extended Pricing | Quick Report | Recurring Sale

Contacts | New | Delete | Mark As | Create Letter [Fast Ship To Ordering Enabled: NORTH]

Address Type	Address Code	Email	Comment
	NORTH		
MAIN/BILL TO/SHIP TO/STATEMENT	PRIMARY	AARONFIT0001@salespad.net	
	WAREHOUSE		

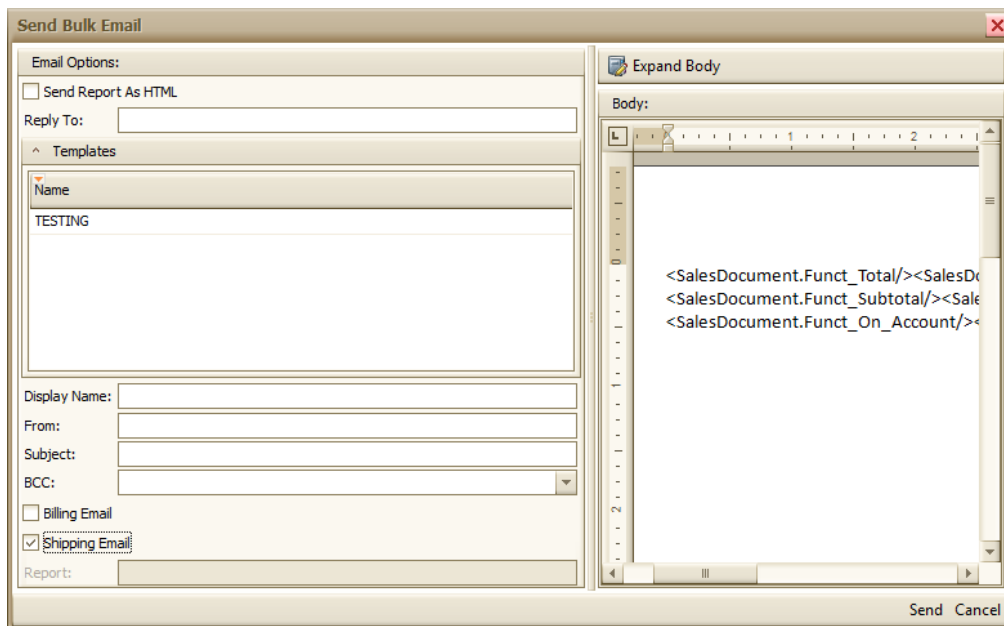
The sales document will pull the customer Ship address email into the sales document shipping email and the customer Bill address email into the sales document billing email. This will only automatically populate for new sales documents. All preexisting sales documents must be manually updated. Once email addresses are populated, you can email documents in Sales Batch Processing.

5. Click the **Email** button. The Sales Batch Processing Emails screen will appear



6. Select the related report(s) you wish to email and click **Proceed**. The Send Bulk Email screen will appear.

**Note:** In a batch mode, the preview will show only the template and not a populated version of the document



7. Select whether to send to the Shipping Email or the Billing Email (from the Customer Card Contact Card) and fill in the other Email Options
8. Select a template for the email. A personal message can be added to the body
9. Click **Send**. The document(s) will be sent and a confirmation window will appear, which can be printed or closed

#### Fax

Clicking this button will start the process of faxing selected documents (or all documents in the Search Results grid, if the Selected Documents Only box is left unchecked).

**Note:** You must have valid Email/Fax Server setup to use this function.



**Note:** Before you click the **Fax** button, make sure that the fax number field is populated. If the customer's **Don't Fax** box is checked (viewable from Customer Search), a fax will not be sent.

## Procedure

1. Make sure the fax fields are populated
2. If they are, proceed to step 5. If they are not, you can update them from each sales document, on the Addresses tab Fax field
3. After updating, save and close the document
4. Refresh the information in Sales Batch Processing

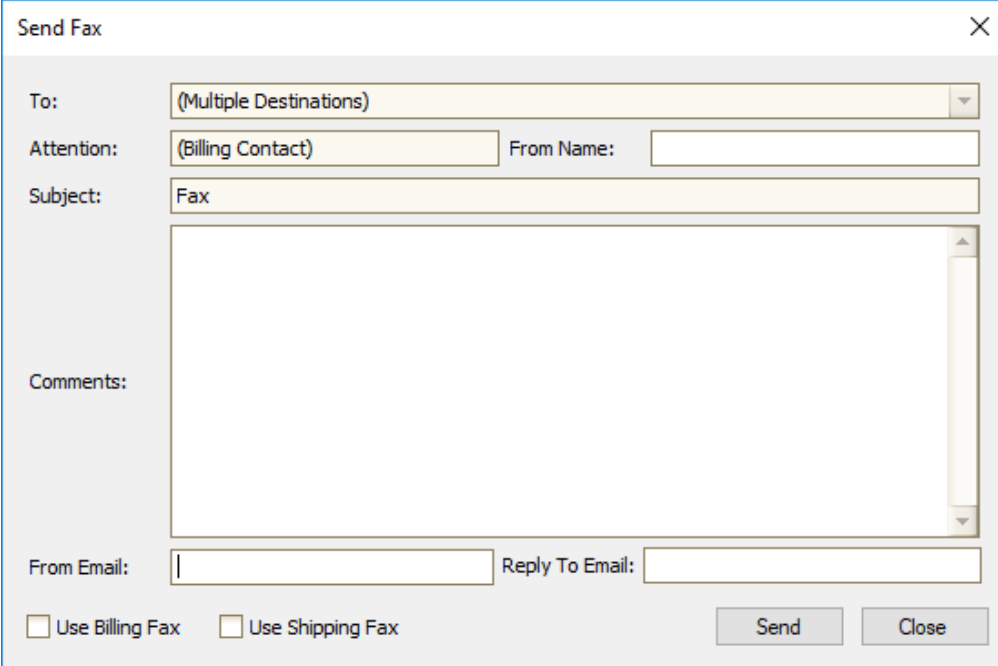
**Note:** To automatically populate these values for new sales documents, you can fill them out on the Customer Card > Contact Addresses > Fax field. This will only automatically populate for new sales documents. All preexisting sales documents must be manually updated.

Once fax numbers are populated, you can fax documents in Sales Batch Processing.

5. Click the **Fax** button. The same screen appears as does for Sales Batch Processing Emails:

Report Name	Printer	Copies	Send To R...
<input checked="" type="checkbox"/> Bill of Lading	Printer of Death		<input type="checkbox"/>
<input type="checkbox"/> Certificate of Origin			<input type="checkbox"/>
<input type="checkbox"/> Copy of Invoice			<input type="checkbox"/>
<input type="checkbox"/> Copy of Order			<input type="checkbox"/>
<input type="checkbox"/> COPY OF ORDER 2			<input type="checkbox"/>
<input type="checkbox"/> Copy of Picking Ticket			<input type="checkbox"/>
<input type="checkbox"/> Customer RGA			<input type="checkbox"/>
<input type="checkbox"/> Dangerous Goods Declaration			<input type="checkbox"/>
<input type="checkbox"/> Detailed Packing Slip			<input type="checkbox"/>
<input type="checkbox"/> Excel Sales Document			<input type="checkbox"/>
<input type="checkbox"/> Internal RGA			<input type="checkbox"/>
<input type="checkbox"/> Invoice			<input type="checkbox"/>
<input type="checkbox"/> Nafta Certificate of Origin			<input type="checkbox"/>
<input type="checkbox"/> Order			<input type="checkbox"/>
<input type="checkbox"/> Order Confirmation			<input type="checkbox"/>
<input type="checkbox"/> Packing Slip			<input type="checkbox"/>

6. Select the related report(s) you wish to fax and click **Proceed**. The Send Fax screen will appear



The "Send Fax" dialog box contains the following fields and controls:

- To:** A dropdown menu currently showing "(Multiple Destinations)".
- Attention:** A text field containing "(Billing Contact)".
- From Name:** An empty text field.
- Subject:** A text field containing "Fax".
- Comments:** A large, empty text area with a vertical scrollbar.
- From Email:** An empty text field.
- Reply To Email:** An empty text field.
- Use Billing Fax:** An unchecked checkbox.
- Use Shipping Fax:** An unchecked checkbox.
- Buttons:** "Send" and "Close" buttons at the bottom right.

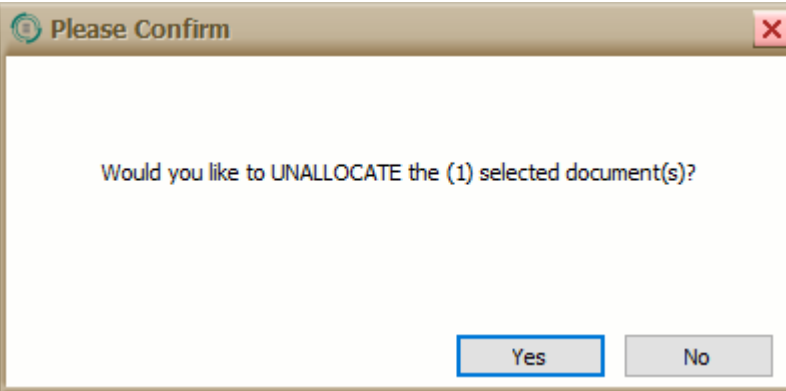
7. Fill in the necessary fields and select whether to send to the Billing Fax, Shipping Fax, or both (based on the Contact Address codes on the Customer Card)
8. Click **Send**. The document(s) will be faxed and a confirmation window will appear, which can be printed or closed

#### UNALLOCATE

This button is new for versions 4.1 and later and requires proper security. Clicking the **Unallocate** button will remove allocation of all lines on selected documents (or all documents in the Search Results grid, if the Selected Documents Only box is left unchecked).

Procedure:

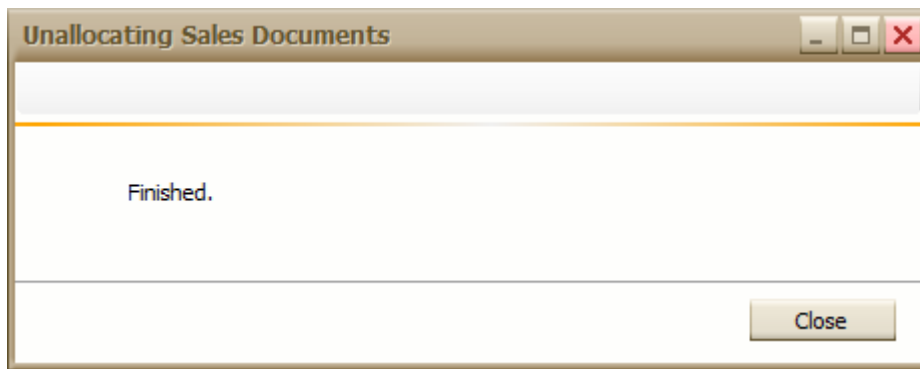
1. Search for and select the document(s) you wish to unallocate lines for. A pop-up box will appear, confirming that you want to unallocate the specified number of



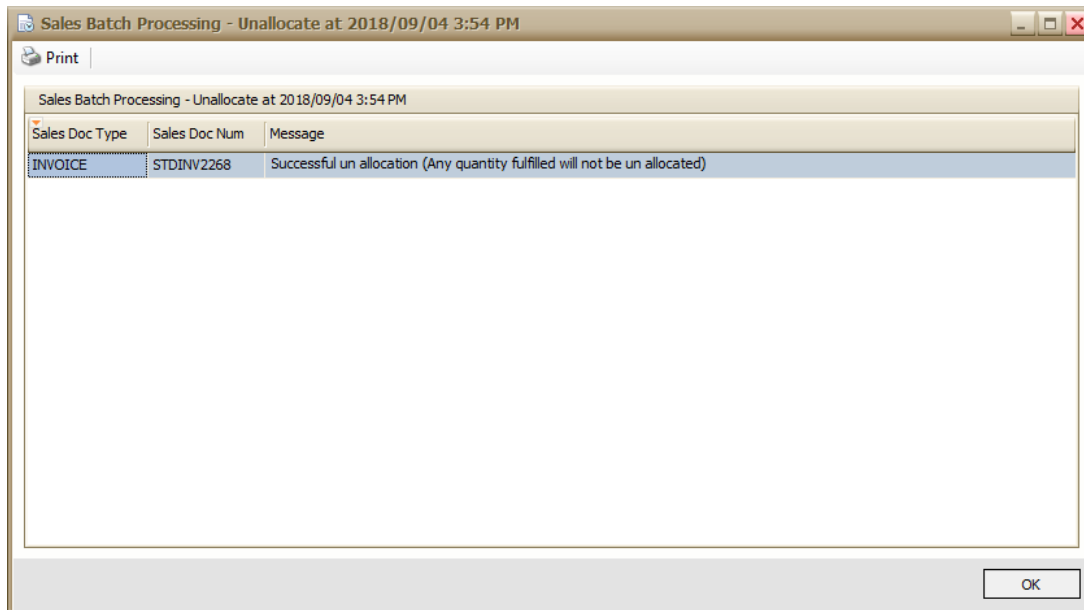
The "Please Confirm" dialog box displays the following:

- Title:** Please Confirm
- Message:** "Would you like to UNALLOCATE the (1) selected document(s)?"
- Buttons:** "Yes" and "No" buttons at the bottom right.

2. Click **Yes**. The "Unallocating Sales Documents" screen appears, until all selected documents have been unallocated. This may take some time.
3. When documents have been successfully unallocated, a confirmation message will appear:



4. Click **Close**. A confirmation log will appear that can either be printed or closed



### Security

*Sales Batch Processing\** - Enables the Sales Batch Processing module for the Security Group

### Settings

*Invoice Date Source* - Determines the date used for Invoices (Source\_Document\_Date, Today, Application\_Date, Actual\_Ship\_Date)

**Note:** If Print as Single Job and Email as Single Job are both set to True, and documents are emailed or faxed in bulk, the email (one per customer) will be sent as a single email with a single attachment. If *Print as Single Job* is set to False, but Email as Single Job is set to True, the email will be sent as a single email, but with multiple attachments. For more details, refer to [Emailing and Printing as a Single Job](#) document.

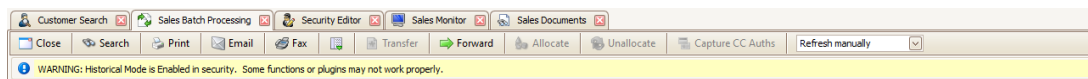
### Historical Mode

There is a sub-security for Sales Batch processing for Enable Historical Mode. Introduced in version 5.2.15, this security will show only historical, not voided or open, documents in Sales Batch Processing so that they can trigger workflow plugins. Historical Mode will also

only return Quotes, Orders and Invoices. Because this setting applies to all users in the user group of the Security Editor, it may be best to create a specific group to have this setting enabled so as not to affect other user groups.

To re-run plugins, you have to set up a “NEXT QUEUE” in Sales Document Workflow Setup for the queue(s) that documents are transferred or posted from, and add the desired plugin to that queue in the workflow setup. When the document is forwarded from Sales Batch Processing and Historical Mode is enabled, the document will trigger the plugin but not actually move the document to another queue. A blank message will be displayed in the results window after forwarding the document.

**NOTE:** Some plugins or functionalities may not work properly on historical documents. The Transfer, Allocate, Unallocate, and Capture CCAuth buttons are disabled and there is a banner that populates at the top of the screen to let users know that Historical Mode is enabled.



Standard functionality for Print, Email, and Forward apply. Search, custom Search, Search Options and Options all function the same as if Historical Mode were disabled.