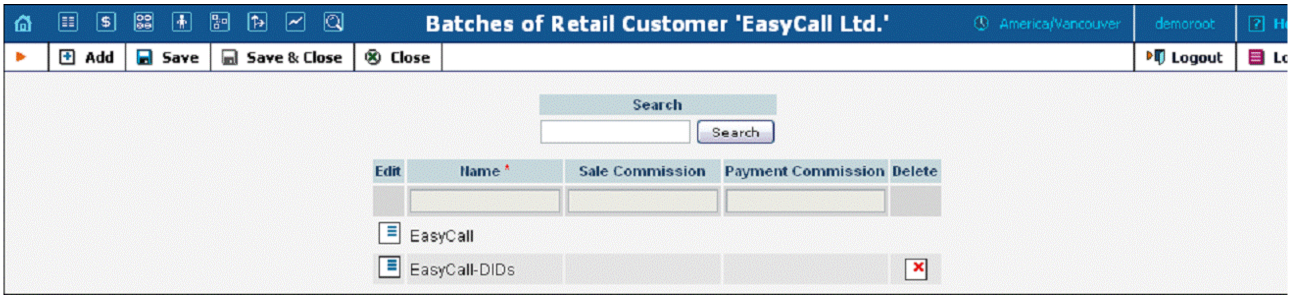
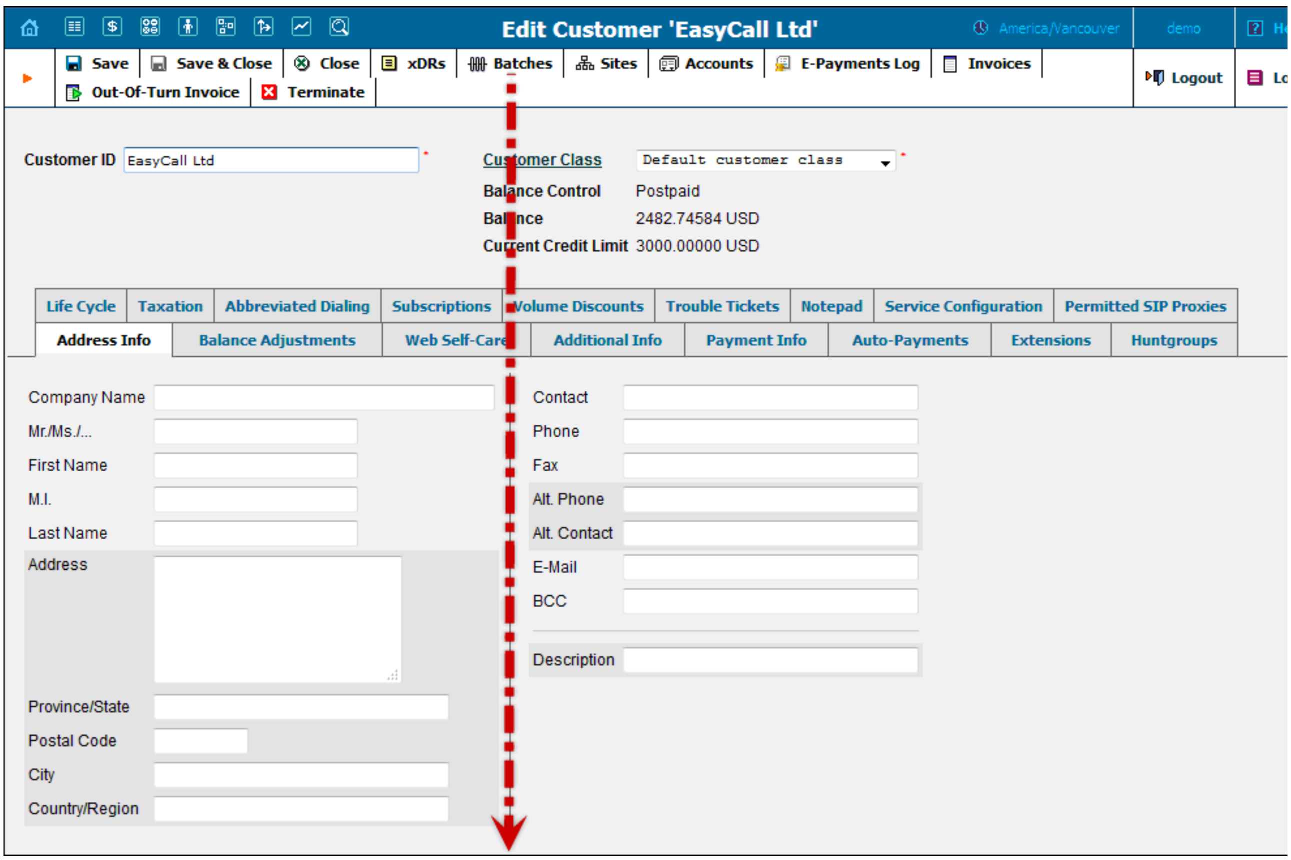
# Batch Management

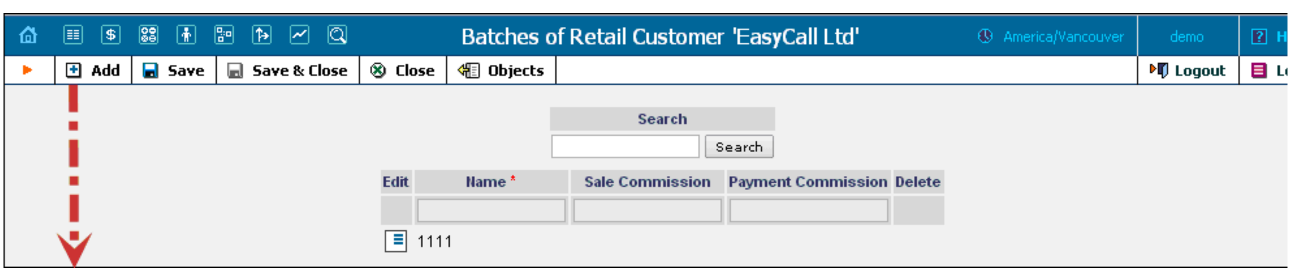
Batch is a logical name for a group of accounts, which simplifies account management procedures. Accounts can be grouped into batches, but a can exist without being tied to a specific batch. The Batch Management screen, accessible from the Edit Customer page by clicking the **Batch** button, shows you a screen for listing existing batches for a specific customer.

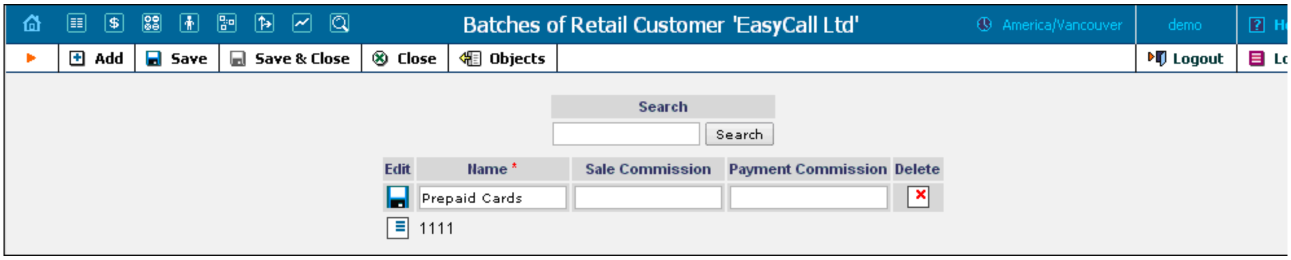


## Adding a New Batch

To add a new batch, select **Add**.








When you add the account and provide a new batch name in the text field, the new batch will be also created.
On the Batches page, you can create a new batch, edit the existed batches (e.g. change batch's name) and set two parameters: Sale Commission and Payment Commission. These parameters are associated with Distributor (see **Distributor** section for more information).