

## **Question 8:**

How to view withdrawable funds and hold days?

# 1. View the available balance to withdraw

Accounts>Pending

PayTabs	Live 1234: M	lerchant Services C	o.					English 🕮 👬 i
	Home / Account	ts / 61 / Details						
	ACCOUNT ID	1234			C	lick this		
	Currency	AED	Reserves	N/A	Pending	26.68	Last Payout	0.00
	Bank	1234 5678 9012	3456					

## 2. How to view hold days?

Click Pending>Pending Entries

Under pending entries, these info are viewable:

- Date of the transactions on the left and
- Due dates on the right of the screen is viewable.

• • •	← → https://merchant.paytabs.com/merchant/accounts	٩					
	Home / Accounts / 1234 / Pending						
🕋 Home	PENDING ENTRIES FOR ACCOUNT ID 1234						
📄 Profile							
🐣 Team	Date Amount	Due					
· Ieam	21/Jan/2021 xx Credit:xx Fees:xx Tax:xx, Net: xx	04/Feb/2021					
Transactions	25/Jan/2021 XX Credit:xX Fees:xX Tax:xx, Net: xx	08/Feb/2021					
Developers							



#### 3. Payout is processed according to the following set-up:

The three payout options available are:

(1) weekly payout - runs automatically every Monday.

(2) monthly auto-payout - runs automatically monthly; The merchant defines the withdrawal date and minimum withdrawal amount.

(3) merchant initiated payout - This is a default withdrawal setting. You/the merchant initiate the withdrawal request via the dashboard, simply click the button at the frequency of your choice. You may also define the withdrawal threshold, simply write to cs@paytabs.com; and mention the preferred withdrawal threshold.

#### **Merchant Initiated Payout Steps**

- 1. Log in to your dashboard
- 2. Click "Accounts" Panel
- 3. Click "Request Payout"
- 4. Get paid within 24 up to 48 hrs.

\*\*PSP merchants: Are settled by partnered bank, therefore, "Accounts"panel will not be accessible.