

Canadian Pre-Authorized Debit (PAD) Setup and Processing

Last Modified on 09/16/2026 12:07 pm PDT

Overview

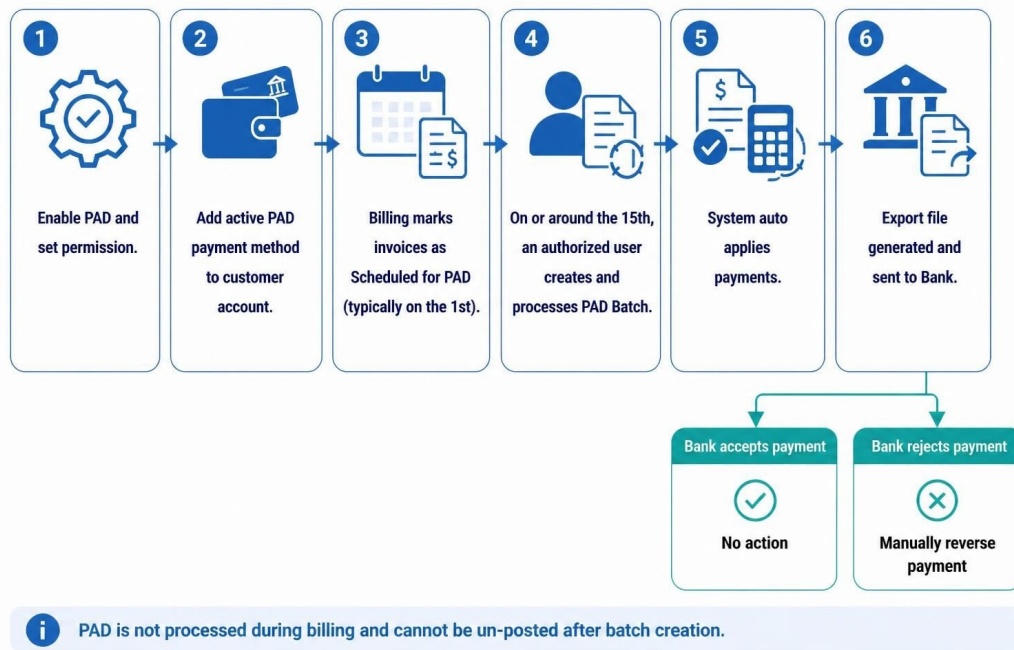
Pre-Authorized Debit (PAD) is a Canadian payment method that allows customers to authorize withdrawals directly from their bank account. PAD payments are different from credit card, eCheck, and U.S. ACH payments:

- PAD bank information is stored at the customer account level.
- PAD payments are not processed automatically through a merchant payment API.
- Billing identifies the invoice as scheduled for payment, but the actual payment is created later through a manually initiated PAD batch.
- PAD processing is normally performed on the 15th of the month.
- The batch amount is based on the account balance at the time the batch is created and the maximum auto pay amount.
- If the financial institution rejects a PAD payment, the payment must be manually reversed.



Navusoft supports one active PAD payment method per account. Adding a new PAD payment method automatically disables other automatic payment methods and inactivates any existing PAD payment method for that account.

Process Flow



Setup

Configuring the system to support Pre-Authorized Debit cards is handled at the Division Level. A system administrator must enable PAD for each applicable division. There is one configuration and one permission that **must** both be enabled to utilize PAD.

DIVISION SETUP

SETUP > SYSTEM > DIVISION

UPDATE DIVISION - 1017

Credit Card / ACH Processing

Card Not Present

ENABLE: Yes (Credit Card & ACH)

PROCESSOR: CardPointe

ENVIRONMENT: SANDBOX

API KEY / USER NAME: testing

TRANS. KEY / PASSWORD: *****

CREDIT CARD MERCHANT ID: 555000000001

ECHECK/ACH MERCHANT ID: BCK200134583642

ECHECK/ACH REPORTING MID ID:

ECHECK/ACH REPORTING USER NAME:

ECHECK/ACH REPORTING PASSWORD:

Card Present

PROCESSOR: CardPointe

MERCHANT ID: 555000000001

WAIT FOR TERMINAL TIMEOUT (SEC): 120

ENABLE NON-INTEGRATED CREDIT CARD TERMINAL: Yes

ENABLE PIN-BASED DEBIT: Yes

ENABLE CARD-NOT-PRESENT ON SCALE: No

ENABLE CC NUMBER ENTRY ON TERMINAL: Yes

ENABLE POSTAL CODE PROMPT: No

REQUIRE SIGNATURE: CC/ACH Payment Only

MIN. AMOUNT DUE FOR SIGNATURE REQUIRED: 0.00

SETTLEMENT TIME: 08:00 PM

CREDIT CARD BANK ACCOUNT: COMERICA - FWS

PAYMENT RECEIPT NOTIFICATION TEMPLATE: CC or ACH Template

DECLINED PAYMENT NOTIFICATION TEMPLATE: Declined Payment Template

PAYMENT REFUND NOTIFICATION TEMPLATE: Payment Refund - Default S

CHARGEBACK NOTIFICATION TEMPLATE: Chargeback

ALLOW AMERICAN EXPRESS CREDIT CARD: Yes

ALLOW DISCOVER CREDIT CARD: No

ENABLE PRE-AUTHORIZED DEBIT: Yes

PRE-AUTHORIZED DEBIT EXPORT REPORT:

Pathway: Setup > System > Division

To configure PAD

1. Open the Setup > System > Division set up screen.
2. For each division requiring PAD, click on the division and select the **Credit Card / ACH Processing** tab.
3. Set **Enable Pre-Authorized Debit** to "Yes". This will cause the Pre-Authorized Debit Export Format field to be displayed.
4. Select the **Pre-Authorized Debit Export Report** format to use for this division.

Permissions

The following permissions is required to create and export PAD batches and to edit selected PAD batch details.

Permission ID	Permission Name
491	Process and Export Pre-Authorized Debit (PAD)

Adding a PAD Payment Method

PAD payment methods are managed and added from an account's wallet similar to making a payment with a credit card or debit card.



PAD payment methods cannot be used for manual payments, contract payments, or work order prepayments.

AR HISTORY

CURRENT	1-30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	120+ DAYS	TOTAL
347.14	0.00	0.00	0.00	0.00	0.00	347.14

☒ Limit to open items

STATEMENT

INVOICE

AUTO APPLY

BALANCE WRITE OFF

WALLET (3) / AUTO PAY MAX \$250

Search

DATE	DUE DATE	PERIOD	SITE ID	TYPE	REFERENCE NO	AMOUNT	APPLIED AMOUNT	BALANCE
09/30/26	10/30/26	2026-09	60021001	Invoice	1002463	486.32	(84.18)	402.14
08/03/26		2026-08		Payment - Visa - Credit Card	21553036396_PPS8...	(66.95)	11.95	(55.00)

ACCOUNT WALLET

ACCOUNT HOLDER NAME	TYPE	LAST 4 DIGITS	EXPIRATION DATE	STATUS	AUTOMATIC PAYMENT TYPE	DAY OF MONTH	MAXIMUM AUTOMATIC PAYMENT AMOUNT	CREATED BY	PROCESSOR
Test 2									Raiyani
test									Waterink (n)

ADD ACCOUNT PAYMENT METHOD

TYPE

Pre-authorized Debit (PAD)

NAME

Test PAD

BANK/TRANSIT NUMBER

11000

ACCOUNT NUMBER

900123456789

VERIFY ACCOUNT NUMBER

900123456789

AUTOMATIC PAYMENT TYPE

Scheduled Day

DAY OF MONTH

15

MAXIMUM AUTOMATIC PAYMENT AMOUNT

200

DESCRIPTION

Joe's Test PAD

SAVE

To make PAD payments, the card must first be added to the wallet.

1. Open the customer account and select the **AR History** icon to open the *AR History* screen.
2. Open **Wallet** and select **Add Payment Method**.
3. Select **Pre-Authorized Debit (PAD)** as the payment method **Type**.
4. Enter the required information:
 - o **Name**
 - o **Bank/Transit Number**
 - o **Account Number**
 - o **Verify Account Number**
5. The system automatically sets these fields:
 - o **Automatic Payment Type** set to **Scheduled**
 - o **Day of Month** set to **15**
6. Enter the **Maximum Automatic Payment Amount**.
7. Optionally enter a **Description**.
8. Click **Save** to save the payment method in the account's wallet.

When the PAD payment method is saved:

- Other active payment methods with **Automatic Payment Type** set to **At Billing** or **Scheduled** are changed to **No**.
- Other active PAD payment methods for the account are made inactive.
- The account therefore has only one active PAD payment method.

ACCOUNT WALLET										
ACCOUNT HOLDER NAME	TYPE	LAST 4 DIGITS	EXPIRATION DATE	STATUS	AUTOMATIC PAYMENT TYPE	DAY OF MONTH	MAXIMUM AUTOMATIC PAYMENT AMOUNT	CREATED BY	PROCESSOR	
Test	Mastercard	0640	01/30	Active	No	15	\$ 111.00	Katie Raterink (Admin)	CardPointe	View History 
Test 2 PAD Testtest	Pre-authorized Debit (PAD)	6789		Active	Scheduled Day	15	\$ 123.00	Katie Raterink (Admin)	CardPointe	View History
Test PAD Joe's Test PAD	Pre-authorized Debit (PAD)	6789		Inactive	No	15	\$ 200.00	Katie Raterink (Admin)	CardPointe	View History
Test 2	Visa	0129	05/30	Active	No			Nikita Raiyani	CardPointe	View History 
test	Visa	1111	03/27	Active	No		\$ 50.00	Katie Raterink (Admin)	CardPointe	View History 

The **Post Payment** (wallet icon) is unavailable for PAD payment methods while in the Account Wallet.

Editing a PAD Payment Method

After a PAD is created and saved, certain fields can be modified. From the account wallet, open the existing PAD payment method to make changes.

ACCOUNT WALLET										
ACCOUNT HOLDER NAME	TYPE	LAST 4 DIGITS	EXPIRATION DATE	STATUS	AUTOMATIC PAYMENT TYPE	DAY OF MONTH	MAXIMUM AUTOMATIC PAYMENT AMOUNT	CREATED BY	PROCESSOR	
Test	Mastercard	0640	01/30	Active	No	15	\$ 111.00	Katie Raterink (Admin)	CardPointe	View History 
Test 2 PAD	Pre-authorized Debit (PAD)	6789		Active	Scheduled Day	15	\$ 123.00	Katie Raterink (Admin)	CardPointe	View History
Test PAD Joe's Test PAD	Pre-authorized Debit (PAD)								CardPointe	View History
Test 2	Visa								CardPointe	View History 
test	Visa								CardPointe	View History 

EDIT ACCOUNT PAYMENT METHOD

BANK/TRANSIT NUMBER

11000

ACCOUNT NUMBER

***** 

AUTOMATIC PAYMENT TYPE

Scheduled Day

MAXIMUM AUTOMATIC PAYMENT AMOUNT

123

STATUS

Active

DESCRIPTION

SAVE

Pathway: Customer Service > AR History > Wallet

The following fields can be edited:

- **Bank/Transit Number**
- **Account Number** - masked by default; click on eye icon to view account number
- **Maximum Automatic Payment Amount**
- **Status** - displays Active or Inactive based on the current state
- **Description**

Note:

- **Automatic Payment Type** is read-only and remains set to **Scheduled**.
- **Day of Month** is not displayed but can be viewed in the Account Wallet.

A PAD payment method can be made **Inactive** when it should no longer be used. Setting it to inactive does not create a replacement payment method or process a payment.

Customer Portal

Pre-Authorized Debit (PAD) cards are visible in the customer portal but due to the very nature of using PAD setup, there are no actions that can be taken by the customer to alter it or set it up.

Payment methods

PAD payment methods are not displayed in Customer Portal Make a Payment or Invoice Quick Pay options. Payment Terms messaging is used to notify customers on how to sign up for PAD.

SELECT ACCOUNT 1 of 10
60021 Highline East Tx

WELCOME TO YOUR NAVUSOFT PORTAL!

\$ 74.14 TOTAL DUE

\$ 0.00 PAST DUE

Make a Payment

Last Payment: 09-03-2026 - Visa
246809037596_PP5527 \$ 61.80

Invoice History

Manage Auto Pay

Automatic payment activated - 15th of each month

Wallet

Invoice by Mail - [Enable Paperless Billing](#)

Reports / Documents

REQUESTS [CLICK HERE TO SUBMIT ONLINE REQUEST](#)

1627 08/13/2026 3:01 pm Driver seen

SELECT SERVICE LOCATION 1 of 1
60021001 Highline 600 N Shepherd Dr, Houston TX

CURRENT SERVICES	FREQUENCY	NEXT SCHEDULED
2 - 4 Yard Trash Service	2x per week	Thu September 10th
2 - 8 Yard Trash Service	2x per week	Thu September 10th
1 - 4 Yard Recycle Service	2x per week	Thu September 10th

Make a Payment

☐ Total Balance \$ 507,217.88

☐ Current Charges \$ 0.00

☐ Fixed Amount

☐ Selected Invoices [<select>](#)

Payment Total

Add Wallet

PAD will not be displayed in the drop-down.

*Wallet

Note

Process Payment

Payment Terms and Conditions

TO COVER THE COST OF PROCESSING A CREDIT OR CHARGE CARD TRANSACTION, AND PURSUANT TO SECTION 5-2-212, COLORADO REVISED STATUTES, A SELLER OR LESSOR MAY IMPOSE A PROCESSING SURCHARGE IN AN AMOUNT NOT TO EXCEED THE MERCHANT DISCOUNT FEE THAT THE SELLER OR LESSOR INCURS IN PROCESSING THE SALES OR LEASE TRANSACTION. A SELLER OR LESSOR SHALL NOT IMPOSE A PROCESSING SURCHARGE ON PAYMENTS MADE BY USE OF CASH, A CHECK, OR A DEBIT CARD OR REDEMPTION OF A GIFT CARD. **FOR PAD, CONTACT CUSTOMER SERVICE.**

Cancel

Wallet

PAD payment methods are displayed in the Customer Portal but a customer can not add a new PAD card or edit/remove/deactivate an existing PAD card. Customers will need to contact customer service to change to or disable PAD.

SELECT ACCOUNT 1 of 10 **SELECT SERVICE LOCATION** 1 of 1

60021 Highline East Tx 60021001 Highline 600 N Shepherd Dr, Houston TX

WELCOME TO YOUR NAVUSOFT PORTAL!

\$ 74.14 TOTAL DUE

\$ 0.00 PAST DUE

Make a Payment

Last Payment: 09-03-2026 - Visa
246809037596_PP5527 \$ 61.80

Invoice History

Manage Auto Pay

Automatic payment activated - 15th of each month

Wallet

Invoice by Mail - [Enable Paperless Billing](#)

Reports / Documents

REQUESTS [CLICK HERE TO SUBMIT ONLINE REQUEST](#)

1627 08/13/2026 3:01 pm Drive

CURRENT SERVICES **FREQUENCY** **NEXT SCHEDULED**

2 - 4 Yard Trash Service	2x per week	Thu September 10th
2 - 8 Yard Trash Service	2x per week	Thu September 10th
1 - 4 Yard Recycle Service	2x per week	Thu September 10th

[PRINT CALENDAR](#)

RECENT SERVICES **ID** **SERVICE**

Tue Sep 8, 2026	12094233	4 Yard Trash Service
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Manage Wallet

ACCOUNT HOLDER NAME	TYPE	LAST 4 DIGITS	EXPIRATION DATE	PORTAL USER
Test 2 PAD	Pre-authorize...	6789		
Test	Credit Card	0640	01-2030	
Test 2	Credit Card	0129	05-2030	
test	Credit Card	1111	03-2027	

[Add Wallet](#) [Close](#)

[VIEW ALL REQUESTS](#)

Creating a PAD Batch

Pre-Authorized Debit payments are not processed during a billing run. A billing administrator must create, export, and process a separate PAD batch.

PAD Batch Eligibility

A PAD payment batch includes accounts that meet all of the following criteria:

- Match the selected division, account class, and bill group.
- Have an active PAD payment method type.
- Have a balance greater than zero.

PAD payment methods are excluded from scheduled payment processing because they are handled through the manually created PAD batch.

Create a PAD Batch

The screenshot shows the 'AR PAYMENT BATCH' interface. At the top, there are filters for PERIOD (Sep 2026), DIVISION (All), and BANK ACCOUNT (All). Below these are summary statistics: Open 0 (\$ 0.00), Posted 0 (\$ 0.00), and Voided 0 (\$ 0.00). A table with columns BATCH #, DIVISION, TYPE, SOURCE, STATUS, DATE, BANK CLEARED DATE, BANK ACCOUNT, COUNT, TOTAL, CREATED ON, and GL BATCH is visible. A modal dialog titled 'CREATE PRE-AUTHORIZED DEBIT BATCH' is open in the center, containing fields for DIVISION, ACCOUNT CLASS, BILL GROUP, DATE (09/02/2026), PERIOD, BANK ACCOUNT, and a NOTE field, with a 'PROCESS' button at the bottom. A red arrow points from a green plus icon in the bottom right corner of the main screen to the dialog box.

Pathway: Accounting > AR Payment Batch

1. Open the **Accounting > AR Payment Batch List** screen.
2. Select the **green +** icon in the lower right corner .
3. On the **Create Pre-authorized Debit Batch** screen. enter the batch criteria:
 - **Division** - required and limited to the divisions available to the user.
 - **Account Class** — optional.
 - **Bill Group** — optional and limited by division. Bill groups with no division can still be selected when applicable.
 - **Date** — required; defaults to today's date.
 - **Period** — populated automatically based on the date selected.
 - **Bank Account** — required.
 - **Note** — optional.
4. Select **Process**.

PAD Batch Processing and Payment Application

Keep the following considerations in mind:

- The batch uses the account balance when the batch is created, not necessarily the balance shown during the original billing run.
- Accounts with no balance are excluded.
- If an Account balance exceeds the payment method's Maximum Automatic Payment Amount, the account is charged only up to that limit.
- PAD batches are posted immediately
- PAD batches cannot be un-posted
- PAD batches are excluded from standard scheduled payment processing.

After processing is complete, the creation dialog closes and the **Batch Detail** window opens with the new batch listed.

BATCH - 12040 DIVISION - EAST_TEXAS

DATE: 09/02/2026 BANK ACCOUNT: BANK OF NAVU Fort Knox SOURCE: Select Source

NOTE: CREATED BY: Katie Raterink (Admin) - 09/02/2026 2:54 pm POSTED BY: Katie Raterink (Admin) - 09/02/2026 2:54 pm STATUS: Posted

+ SORT: Entry Order ↓ DEFAULT PAYMENT TYPE: COUNT: 1 Search for Payment in Batch

ACCOUNT ID	NAME	STATUS	BALANCE	TYPE	REFERENCE	AMOUNT	APPLIED AMOUNT	DEPOSIT	AUTO APPLY
60021	Highline East Tx	Active	\$ 224.14	Pre-authoriz...		\$ 123.00	\$ 123.00		☒

PAYMENT SUMMARY

Search

PAYMENT TYPE	CREDIT CARD TYPE	SUB TOTAL
Pre-authorized Debit (PAD)	Pre-authorized Debit (PAD)	123.00

Max Payment Amount

Un-post batch is not allowed.
Batch has been processed by a Pre-Authorized Debit (PAD) merchant.

UN-POST PRINT REPORT VOID IMPORT EXPORT PRE-AUTHORIZED DEBIT CONTROL TOTAL Amount \$ 123.00

Pathway: Accounting > AR Payment Batch > Batch details

For each qualifying account:

- The payment amount is the lesser of the account balance and the payment method's **Maximum Automatic Payment Amount**.
- The payment is applied automatically to the account's open items.
- The payment batch is posted immediately.

In the above example, one account met the criteria for this PAD batch. The account had a balance of \$312.93 but its **Maximum Automatic Payment Amount** was set at \$123.00 in the Account Wallet. As a result, \$123.00 was charged and applied to the account

AR HISTORY

CURRENT

1-30 DAYS

31-60 DAYS

61-90 DAYS

91-120 DAYS

120+ DAYS

TOTAL

224.14

0.00

0.00

0.00

0.00

0.00

224.14

Limit to open items

STATEMENT

INVOICE

AUTO APPLY

BALANCE WRITE OFF

WALLET (4) / AUTO PAY MAX \$284

Search

DATE	DUE DATE	PERIOD	SITE ID	TYPE	REFERENCE NO	AMOUNT	APPLIED AMO...	BALANCE	RUNNING SUM
09/30/26	10/30/26	2026-09	60021001	Invoice	1002463	486.32	(207.18)	279.14	224.14
09/02/26		2026-09		Payment - Pre-authorized Debit (PA...		(123.00)	123.00		(262.18)

Billing

The final payment amount is not fixed during billing because the account balance may change before the PAD batch is created.

During billing, an account with an active scheduled PAD payment method is marked as being scheduled for payment.

Pending and In Process

History

+

DIVISION

EAST_TEXAS

Search

Q

↺

BILL GROUP	DIVISION	BATCH ID ↑	TYPE	STATUS	INVOICE DATE	TO DATE	INVOICE COUNT	PRINT COUNT	NOTIFICATION COUNT	AUTO PAY ENROLLED	AUTO PAY PROCESSED	INVOICES WITH MESSAGE	AMOUNT
East Tx Anniversary 4WK Ad...	EAST_TEXAS	27165	All Charges	Processed	08/01/2026		1	1					\$ 210.71
East Tx Comm ARREARS	EAST_TEXAS	27197	All Charges	Processed	08/01/2026	09/30/2026	1	1		0/1			\$ 312.93
East Tx Comm Monthly Adv...	EAST_TEXAS	27196	All Charges	Posted	08/01/2026	08/31/2026	2	1	1				\$ 1,048.19

BILLING DETAILS - BATCH 27197

DISPLAY

All Invoices

▼

DIVISION

All

▼

ACCOUNT CLASS

All

▼

ACCOUNT STATUS

All

▼

Search

Q

↺

☐ INVOICE # ↑

ACCOUNT ID

60021

ACCOUNT NAME

Highline East Tx

SITE ID

SITE NAME

AMOUNT

\$ 312.93

AUTO PAY

Scheduled

NOTIFICATION / PRINT

Print

VIEW DETAILS

↗

1012339

60021

Highline East Tx

\$ 312.93

Scheduled

Print

↗

The invoice submission serves as communication of the variable amount that is expected to be withdrawn. There are a couple of indicators on an invoice that a PAD payment is involved depending on the timing of the invoice.

Invoice generated through Billing
- indicates an Auto Pay is scheduled -

Navusoft, Inc

PO Box 260119

Div Legal Address (Addr 2)

Houston, Texas 77008

QA

INVOICE #

1012339

ACCOUNT #

60021

AMOUNT

\$ 312.93

DATE

Aug 1, 2026

DUE DATE

AUTO PAY Aug 15, 2026

Pay Online

https://navuqa-customerportal.navusoft.net/

login or use QUICK PAY CODE 9E0D2

Pay By Check

PO Box 11223

Bill Remit Address (Addr 2)

Houston, Texas 77008

Enclosed Check #

Amount

Highline East Tx

600 N Shepherd Dr

Houston, TX 77007-1323

For proper credit return this portion

DATE	DESCRIPTION	Ex: Bill Group WO Hdr Text	PO #	QTY	RATE	TOTAL
09/01/26 - 09/30/26	4 Yard Trash Service			2	\$ 55.00 per month	110.00
09/01/26 - 09/30/26	8 Yard Trash Service			2	\$ 66.00 per month	132.00
08/01/26	Paper Bill Fee - Commercial - 1012339			1		5.00
	Environmental Surcharge					14.52
	Fuel Surcharge-Commercial					29.04
	Tax					\$ 22.37
	Site Total					\$ 312.93
	INVOICE TOTAL					\$ 312.93

Current

660.07

1-30 Days

0.00

31-60 Days

0.00

61-90 Days

0.00

Over 90 Days

0.00

Total Due

660.07

Total balance due includes current charges, however it may not reflect recent payments in transit.

Automatic Payment of Balance Due scheduled on 8/15 from Pre-authorized Debit (PAD) x6789

Invoice AFTER PAD Batch created/processed
- indicates scheduled payment occurred -

Navusoft, Inc

PO Box 260119

Div Legal Address (Addr 2)

Houston, Texas 77008

QA

INVOICE #

1002463

ACCOUNT #

60021

AMOUNT

\$ 486.32

DATE

Sep 30, 2026

DUE DATE

Oct 30, 2026

Pay Online

https://navuqa-customerportal.navusoft.net/

login or use QUICK PAY CODE BF876

Pay By Check

PO Box 11223

Bill Remit Address (Addr 2)

Houston, Texas 77008

Enclosed Check #

Amount

Highline East Tx

600 N Shepherd Dr

Houston, TX 77007-1323

For proper credit return this portion

DATE	DESCRIPTION	Ex: Bill Group WO Hdr Text	PO #	QTY	RATE	TOTAL
08/01/26 - 08/31/26	4 Yard Trash Service			2	\$ 55.00 per month	110.00
08/01/26 - 08/31/26	8 Yard Trash Service			2	\$ 66.00 per month	132.00
07/31/26	Front Load 6YD Extra Pickup	12094261		1	\$ 86.00 each	86.00
07/29/26	Front Load 6YD Extra Pickup			1	\$ 55.00 each	55.00
09/30/26	Paper Bill Fee - Commercial - 1002463			1		5.00
	Environmental Surcharge					14.52
	Fuel Surcharge-Commercial					46.20
	Tax					\$ 35.60
	Site Total					\$ 486.32
	INVOICE TOTAL					\$ 486.32

test

2026-08-06

Adjustment

12345678

Cash

-66.00

Test PAD Batch

2026-09-02

Pre-authorized Debit (PAD) 6789

-123.00

INVOICE BALANCE

279.14

Invoice Inquiries

contact us by email EastTx@fakemail.com or call us at (888) 345-1212

Join us to save the environment by going paperless.

Page 1 of 1

Exporting a PAD Batch

An exported PAD Batch file must be delivered to the financial institution for processing. Posting the batch relieves accounts receivable in the application; it does not confirm that the bank successfully processed every withdrawal.

Export a PAD Batch

AR PAYMENT BATCH ACCOUNTING > AR PAYMENT BATCH

PERIOD: Sep 2026 DIVISION: All BANK ACCOUNT: All

Open 0 \$ 0.00 Posted 0 \$ 0.00 Voided 0 \$ 0.00

BATCH # DIVISION TYPE SOURCE STATUS DATE BANK CLEARED DATE BANK ACCOUNT COUNT TOTAL CREATED ON GL BATCH

BATCH - 12040 DIVISION - EAST_Texas

DATE: 09/02/2026 BANK ACCOUNT: BANK OF NAVU Fort Knox SOURCE: Select Source

NOTE: CREATED BY: Katie Raterink (Admin) - 09/02/2026 2:54 pm POSTED BY: Katie Raterink (Admin) - 09/02/2026 2:54 pm STATUS: Posted

+ SORT: Entry Order ↓ DEFAULT PAYMENT TYPE: COUNT: 1 Search for Payment in Batch

ACCOUNT ID	NAME	STATUS	BALANCE	TYPE	REFERENCE	AMOUNT	APPLIED AMOUNT	DEPOSIT	AUTO APPLY
60021	Highline East Tx	Active	\$ 224.14	Pre-authoriz...		\$ 123.00	\$ 123.00		☒

Un-post batch is not allowed.
Batch has been processed by a Pre-Authorized Debit (PAD) merchant.

UN-POST PRINT REPORT VOID IMPORT EXPORT PRE-AUTHORIZED DEBIT CONTROL TOTAL Amount \$ 123.00

Pathway: Accounting > AR Payment Batch

From the AR Payment Batch Detail window:

1. Confirm the batch details.
2. Select **Export Pre-authorized Debit**.
3. Save or send the generated export file according to your organization's bank-processing procedures.

The export can be generated multiple times if the original file is lost or needs to be resent.

PAD Batch Status and Permissions

Keep the following considerations in mind:

- PAD batches cannot be un-posted.
- The **Bank Account**, **Source**, and **Note** fields can be edited.
- The batch displays the PAD-specific batch source.
- The appropriate permission is required to export a PAD batch.
- Posting a batch does not confirm that all withdrawals were successfully processed by the financial institution.

Rejected or Returned PAD Payments

PAD payments are initially assumed to be successful when the batch is posted. If a financial institution rejects or returns a payment:

- Identify the rejected customer payment.
- Manually reverse the payment in the application.

- Follow your organization's standard customer communication and collection procedures.

The system does not automatically reverse rejected PAD payments through the merchant payment API.

Related Articles

[Accounts - Add Payment Method / Make Payment Method Inactive](#)
