

Pending Transactions Report

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Go to **Reports** and then select **Pending Transactions**.

The Pending Transaction report is available to merchants using [Qualpay Virtual Terminal](#), [Qualpay Payment Gateway](#), [Qualpay Recurring Billing](#), and Qualpay Invoicing. The report contains a summary and a detailed list of all transactions [authorized](#) but not [captured](#) or captured transactions awaiting [batch closure](#).

From this report, you can easily:

1. [Void](#) transactions to remove them from the current pending batch.
2. [Capture](#) transactions to be included in the next batch.

To void or capture a transaction as a [follow-on action](#), [use the filters](#) to locate the transaction from the table and select it. You can filter on *Transaction Date*, *Status*, *Account Number*, *Cardholder Name*, *Purchase ID*, *Payment Type*, *Transaction Amount*, *Source*, *Currency*, and *Payment Profile*. See [how to configure reports](#) for more information on customizing reports.

After selecting a transaction, view the [transaction detail](#) to locate the **void** and **capture** buttons to the right of the detail under **Actions**.

A definition of the column headings for the Pending Summary and Pending Transaction is found below.

*Note: If you do not have access to the **Pending Transactions** report and would like access, please see your account's administrator.*

Pending Summary

The pending transaction report's summary section will include rows for each available status for every currency involved (up to 3 rows per currency, depending on how the report is configured).

Reporting Field	Description
Currency	The currency of the transaction.
Status	The status of authorized and captured transactions.
Sales Count	The number of authorized and captured transactions that are awaiting batch closure.
Sales Amount	The transaction value of authorized and captured transactions that are awaiting batch closure.
Refund Count	The number of refund transactions that are awaiting batch closure.
Refund Amount	The transaction value of the refunds that are awaiting batch closure.
Net Amount	The amount of the sale transactions minus the amount of the refunds awaiting batch closure.

Pending Transaction

Reporting Field	Description
Authorization Time	The date and time of the authorized transaction.
Account Number	Masked account number. The format for credit cards is 123456xxxxxx1234. Format for ACH payments is xxxxxxxxxxxx1234.
Payment Type	Visa, MasterCard, American Express, Discover, or ACH payment.
Status	<i>Authorized or Captured.</i>
Purchase ID	The purchase ID, sometimes referred to as the invoice ID, is input by you at the time of transaction processing. The value may appear on the customer statement and can be used for reconciliation purposes. The purchase ID is available for third-party payment gateway processing when the transaction is settled. This value is system-generated when transactions are initiated by the Qualpay Recurring Billing engine and Qualpay Invoicing.
Cardholder Name	The first and last name of your customer.
Transaction Amount	Amount of the transaction in the target currency.
Currency	The currency of the transaction.
Batch Number	A system-generated number to identify your batches.
Merchant Reference	Optional. When a transaction is created, a value is created and can be used for reconciliation purposes.
Convenience Fee	Optional. The amount of the convenience fee. This amount is included in the transaction amount.
Surcharge	Optional. The amount of a surcharge fee. This amount is included in the transaction amount.