Authorization

Go to **New Transaction**.

Qualpay Virtual Terminal supports an **Authorization** transaction. An authorization will hold the amount of the transaction against the cardholder's open-to-buy balance that is available for other purchases. After 28 days, the authorization will no longer be valid. An authorized transaction can either be voided, captured, or partially captured. For the best rates and dispute protection, capture the transaction before the end of 7 days.

To process an authorization:

1. Select **Authorization**.
2. Enter the *Transaction Amount, the Card Details*, and the *Postal Code* at a minimum. View the Virtual Terminal table for all the possible fields available and their definition.
3. Click on **Submit** to process the authorization transaction.
4. View the transaction receipt and transaction result.

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