

# Capture

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Go to **Transactions** and select the filter icon to identify the transaction to capture.

Capture transactions can be performed via our Payment Gateway and within Merchant Manager. You can perform either a partial or full capture. Unlike refunds, only one capture action applies to an authorized transaction. A capture can be performed on an authorization transaction with a status of *Authorized*.

To perform a capture:

1. [Locate](#), identify and select the transaction. You may need to expand the date range when searching.
2. View the [Transaction Detail](#) for the transaction and the Actions section on the right.
3. Select *Capture* and click on *Capture*.
4. Confirm the request to capture by selecting *Capture Transaction*.

To perform a partial capture:

1. [Locate](#), identify and select the transaction. You may need to expand the date range when searching.
  2. View the [Transaction Detail](#) for the transaction and the Actions section on the right.
  3. Select *Capture* and enter the amount to be captured, up to the authorized amount.
  4. Click on *Capture* and then confirm the request to capture by selecting *Capture Transaction*.
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