

# Pending Transactions Report

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

The **Pending Transaction** report is available to merchants using our [Virtual Terminal](#), Payment Gateway, [Recurring Billing](#), and Invoicing products. 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 transaction](#), [use the filters](#) to locate the transaction from the table and then 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 located 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 <a href="#">status</a> 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       | <i>Visa, MasterCard, American Express, Discover, or ACH payment.</i>   |
| 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. This value is system-generated when transactions are initiated by our <a href="#">Recurring Billing</a> and Invoicing products. |
| 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.  |