

Capture

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

Capture transactions can be performed via the Qualpay Payment Gateway and from within Qualpay Manager. For transactions processed via a 3rd-party payment gateway, please process a capture through your selected gateway.

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**.

The [Qualpay Payment Gateway](#) also supports a capture transaction.
