Find Suspended Transactions
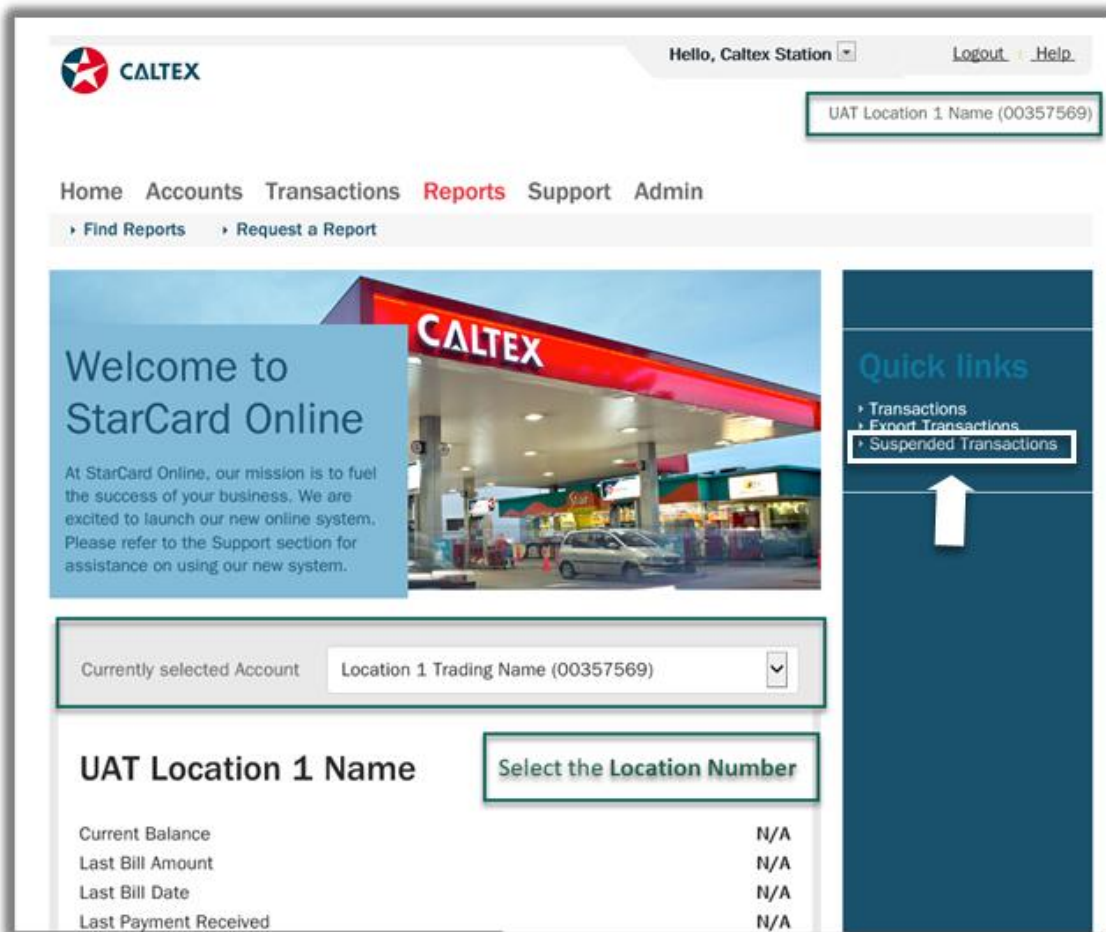
Find all the suspended transactions under a Location. The screen displays merchant/location accounts linked to your User ID.

Select the Location from Home screen

1. Select the Location from **Home Screen**

2. The screen should bring up the following **Quick links** at the ride side of the screen:

   - Transactions
   - Export Transactions
   - Suspended Transactions

3. Click the "**Suspended Transactions**" Quick Link to export the pending suspended transactions.

Another way to export Suspended Transactions is via **Reports > Request a Report