# Auction Registrations Report

The purpose of this report is to list transaction details related to registration information from the Qgiv auctions system. Each row in the report represents a single package line item in a transaction. (Transaction based report)

## Example Use Case(s)

* An auction admin wants to see transaction details related to registrations for all auctions.
* An auction admin wants to see last month’s transaction details related to the “Red Carpet” auction.
* An auction admin wants to see transaction details related to registrations purchased for the “Table of 4” package in the “Red Carpet” auction.
* An auction admin wants to see transaction details related to registrations purchased in transaction 1001.
* An auction admin wants to see transaction details related to registrations purchased by Joe Smith.
* An auction admin wants to see transaction details related to registrations purchased through the Givi app.
* An Auction admin wants to see transaction details related to registrations purchased using the promocode “halfoff”.

## Search

* Transaction ID
* Main Contact Name
* Main Contact Email

## Filters

|  |  |
| --- | --- |
| **Filter** | **Description** |
| Range | Date Range: Today, Yesterday, This Month, Last Month, This Year, Last Year, Custom Range, All |
| Status | Payment Status: All, Accepted, Pending, Voided, Declined, Errors, Offline |

## Advanced Filters

|  |  |
| --- | --- |
| **Filter** | **Description** |
| Source | Transaction source(s): All, Public Form, Mobile Donation Form, Facebook Donation Form, Virtual Terminal, Mobile VT, SMS, Peer-to-Peer, Kiosk, Givi |
| Forms | Forms/Auctions: All, Name(s) |
| Form Tags | Forms attached to one or more form tags |
| Packages (Under Forms) | All, Name(s) |
| Auction Event Wide Fields | Custom fields at the event level |
| Auction Package Wide Fields | Custom fields at the package level |
| Auction Participant Fields | Custom fields at the participant level |
| Promo Codes | Promo Codes: All, Name(s) |

## Web Based Columns

|  |  |
| --- | --- |
| **Column** | **Description** |
| ID | Transaction ID |
| Date | Transaction Date |
| Name | Main Contact Name |
| Form | Form/Auction Name |
| Package | Package Name |
| Quantity | Package quantity |
| Amount | $ Amount |

## Standard Download Columns

|  |  |
| --- | --- |
| **Column** | **Description** |
| Transaction ID | Transaction ID |
| Date | Transaction date  |
| Time (ET) | Transaction Time |
| Form Name | Form/Auction Name |
| Form ID | Form ID |
| Form Data Mapping | Data mapping configured for form |
| Package | Package name |
| Quantity | Total number of packages purchased for this row |
| Bidder Numbers | Comma separated list of bidder numbers for this package |
| Attendee Status | Comma separated by bidder number: (Registered, Checked In) |
| Bidder Status | Comma separated by bidder number: (Registered, Ready to Bid, Paid, Checked Out) |
| Package Amount | Package price x quantity for this row |
| Paid Package Amount | (Price paid post-discount x quantity for this row) - any refunds |
| Refund Amount | Total refunded for this package/row |
| Direct Fair Market Value | Non-tax-deductible amount for this package x quantity for this row |
| Early Bird Discount | Total early bird discount for this package/row |
| Promo Code Discount | Total promo code discount for package/row |
| Total Transaction Amount | Total amount for all items in the transaction |
| Total Refunded Amount | Total amount refunded for all items in the transaction |
| Total Registration Amount | Total registrations amount for the transaction |
| Total Donation Amount | Total donations amount for the transaction |
| Total Item Amount | Total product purchases amount for the transaction |
| Total Gift Assist | Total gift assist amount for the transaction |
| Promo Code | The promo codes used for this row |
| Total Promo Codes Used | The number of promo codes applied to the entire Transaction |
| Salutation | Salutation (Main Contact) |
| First Name | First name (Main Contact) |
| Last Name | Last name (Main Contact) |
| Email | Email (Main Contact) |
| Email Data Mapping | Email Data Mapping (Main Contact) |
| Phone | Phone (Main Contact) |
| Company | Company (Main Contact) |
| Address | Address (Main Contact) |
| City | City (Main Contact) |
| State | State (Main Contact) |
| Zip | Zip (Main Contact) |
| Country | Country (Main Contact) |
| OptedIn | If the attendee has opted in for email contact |
| Online/Offline | Online, Offline |
| Payment Method | American Express, Discover, Visa, MasterCard, PayPal, eCheck |
| Last Four | Last four digits of the purchaser’s credit card, if applicable |
| Check Number | Check Number |
| Status | Transaction status (Accepted, Pending, Voided, Chargeback, Returned, Declined, Refunded, Errors, Offline) |
| Billing Name | Name affiliated with the payment type (credit card name if paid with a credit card, PayPal account name if paid with a PayPal account, checking account name if paid with a check) |
| Billing Address | Billing address (Main Contact) |
| Billing City | Billing city (Main Contact) |
| Billing State | Billing state (Main Contact) |
| Billing Zip | Billing zip (Main Contact) |
| Billing Country | Billing country (Main Contact) |
| Source | What module the transaction was processed under (MobileVT, VT, donation form, kiosk, P2P, mobile, SMS, Facebook, Givi) |
| Source ID | Identifier that works in conjunction with source for special donation sources (Designates iOS or Android for Givi, exact Kiosk ID if a kiosk, SMS short code if from a sms source, identifier for MobileVT if from there) |
| Memo | Transaction Memo |
| Associated Info | Any extra associated information that is relevant to the transaction ([https://support.qgiv.com/hc/en-us/articles/115006117807-Associated-Info-Parameter-Tracking](#https://support.qgiv.com/hc/en-us/articles/115006117807-Associated-Info-Parameter-Tracking)) |
| (All event wide, package, and ticket holder custom fields) | Custom field data. \* Ticketholder custom fields use bidder\_id:answer format. |

## Additional Custom Download Columns

|  |  |
| --- | --- |
| **Column** | **Description** |
| Custom Column | Adds static text to every row |