Transaction Summary Report

The purpose of this report is to provide a summary of every transaction processed through an organization.

Each row in the web-based report represents a brief overview of a transaction and its related details.

Each row in the downloaded report represents a single transaction and its related details.

## Use Case(s)

* An organization wants a summary view of all transactions occurring within their forms
* An organization wants to reconcile full transaction amounts with their accounting software

## 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, Chargeback, Returned, Declined, Refunded, Errors, Offline |

## Advanced Filters

|  |  |
| --- | --- |
| **Filter** | **Description** |
| Forms | Form name(s) |
| Form Tags | Forms attached to one or more form tags |
| Restrictions | Restriction(s) / sub-restriction(s) |
| Custom Fields | Custom field name(s) / answer(s) |
| Dedication Fields | Dedication custom field name(s) /answer(s) |
| Associated Info | Info added when form transactions are processed with an extra /info/{data} portion in the URL (https://support.qgiv.com/hc/en-us/articles/115006117807-Associated-Info-Parameter-Tracking) |
| Dedications | If the transaction has a dedication attached (like if a donation was given in memory of/in honor of) |
| Company Donation | Include or exclude company donations (All, Yes, No) |
| Source | Public Form, Mobile Donation Form, Facebook Donation Form, Virtual Terminal, Mobile VT, SMS (subfilter: SMS Keyword), Peer-to-Peer, Kiosk (subfilter: kiosks) Givi |
| Payment Method | American Express, Visa, Discover, MasterCard, E-Check, Bill to Carrier |
| Payment Channel | Standard, Apple Pay |
| Frequency | One Time, Weekly, Every 2 Weeks, Monthly, Quarterly, Semi-Annually, Annually |
| Events | Qgiv Event name(s), packages subfilter |
| Giving Plans | Giving Plan name(s) |
| Event Wide Fields | Qgiv Event Event wide custom field(s) / answer(s) |
| Participant Fields | Qgiv Event Participant custom field(s) / answer(s) |
| Categories | Peer-to-Peer categories |
| Classifications | Peer-to-Peer classifications |
| Text Campaigns | Text-to-Donate Text Campaign Names |
| Auctions | All, Auction Name(s) |
| Packages (under Auctions) | All, Auction packages (if 1 or more auctions are selected) |
| Auction Event Wide Fields | Auction event wide custom field(s) / answer(s) |
| Auction Package Wide Fields | Auction package wide field(s) / answer(s) |
| Auction Participant Fields | Auction participant field(s) / answer(s) |

## Web-Based Columns

The columns included in the web-based report can be customized to include any of the following columns, in any order.

|  |  |
| --- | --- |
| **Column** | **Description** |
| Address | Address of the transaction creator |
| Amount\* | Transaction Amount |
| Amount Name | On donation forms, the associated name of the button amount clicked if configured during form set up |
| 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) |
| Batch Date | The batch date for the particular transaction |
| Billing Address | Billing address of the transaction creator |
| Billing City | Billing city of the transaction creator |
| Billing Country | Billing country of the transaction creator |
| Billing Name | Billing name of the transaction creator |
| Billing State | Billing state of the transaction creator |
| Billing Zip | Billing zip of the transaction creator |
| Check Number | If paid with check, check number |
| City | City of the transaction creator |
| Company | Company of the transaction creator |
| Company Donation | Indicates donation is from a company |
| Country | Country of the transaction creator |
| Created By | The name of the entity creating the transaction (if from Web VT, the VT user logged in; if from the front-end, the front-end user logged in) |
| Date\* | Transaction Date |
| Dedication | Full dedication text, if the donation was dedicated to someone |
| Deposit Date | The deposit date for the particular transaction |
| Email | Email of the transaction creator |
| Email Data Mapping | Data mapping configured for Email |
| Employer | Employer Name |
| Employer Email | Employer Email Address |
| Event Data Mapping | Data mapping configured for Event (Qgiv form event) |
| Event Name | The name of the event (Qgiv form event), if registering or donating to an event |
| First Name | First name of the transaction creator |
| Form Data Mapping | Data mapping configured for form |
| Form Name | Form Name |
| Form ID | Form ID |
| Form Type | Qgiv, Political, Peer-to-Peer, Fundraising Hub, Auction |
| ID\*\* | Transaction ID |
| Last Four | Last four digits of the credit card or E-Check paid with |
| Last Name | Last name of the transaction creator |
| Memo | Transaction memo |
| Method\* | Payment Method (e.g. Visa, Discover, MasterCard, American Express, Cash, Check, E-Check, PayPal, Matching, Bill to Carrier None) |
| Channel | Payment Channel (e.g. Standard, Apple Pay) |
| Name\* | Constituent Name |
| Phone | Phone of the transaction creator |
| Plan Name | If the recurring donation is a Giving Plan type (details set up by the org versus a donor setting recurring details themselves), the associated plan name |
| Qgiv Fee | Qgiv Fee on transaction (negative value) |
| Recurring Data Mapping | Data mapping configured for Recurring |
| Recurring Frequency | If a recurring transaction type, how often the donor is billed |
| Recurring ID | If a recurring transaction type, the recurring ID |
| Salutation | Title, if applicable, of the transaction creator |
| Source\* | Transaction Source (VT, donation form, Kiosk, Peer to Peer, Mobile, MobileVT, 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) |
| State | State of the transaction creator |
| Status\* | Payment Status (e.g. Accepted, Pending, Voided, Chargeback, Returned, Declined, Refunded, Errors, Offline) |
| Suffix | Suffix, if applicable, of the transaction creator |
| Text Campaign | Text-to-Donate Text Campaign Name |
| Time (ET) | Transaction time |
| Zip | Zip of the transaction creator |

\* This column is included by default.

\*\* This column is required and cannot be moved.

## Standard Download Columns

|  |  |
| --- | --- |
| **Column** | **Description** |
| Transaction ID | Transaction ID |
| Date | Transaction date |
| Time (ET) | Transaction time |
| Batch Date | The batch date for the particular transaction |
| Deposit Date | The deposit date for the particular transaction |
| Status | Transaction status (All, Accepted, Pending, Voided, Chargeback, Returned, Declined, Refunded, Errors, Offline) |
| Moved To | The new Transaction ID for a moved transaction |
| Moved From | The original Transaction ID for a moved transaction |
| Total Amount | Total transaction amount |
| Refund Amount | Total transaction refund amount (negative value) |
| Transaction Qgiv Fee | Qgiv Fee on transaction (negative value) |
| Refund Qgiv Fee | Qgiv Fee refunded |
| Net Amount | Transaction total + transaction Qgiv fee + transaction refund + refund Qgiv fee |
| Amount Name | On donation forms, the associated name of the button amount clicked if configured during form set up |
| Company Donation | Indicates donation is from a company |
| Salutation | Title, if applicable, of the transaction creator |
| First Name | First name of the transaction creator |
| Last Name | Last name of the transaction creator |
| Suffix | Suffix, if applicable, of the transaction creator |
| Email | Email of the transaction creator |
| Email Data Mapping | Data mapping configured for Email |
| Phone | Phone of the transaction creator |
| Company | Company of the transaction creator |
| Address | Address of the transaction creator |
| City | City of the transaction creator |
| State | State of the transaction creator |
| Zip | Zip of the transaction creator |
| Country | Country of the transaction creator |
| Employer | Employer Name |
| Employer Email  | Employer Email Address |
| Billing Name | Billing name of the transaction creator |
| Billing Address | Billing address of the transaction creator |
| Billing City | Billing city of the transaction creator |
| Billing State | Billing state of the transaction creator |
| Billing Zip | Billing zip of the transaction creator |
| Billing Country | Billing country of the transaction creator |
| Payment Method | Visa, Discover, MasterCard, American Express, Cash, Check, E-Check, PayPal, Matching, Bill to Carrier |
| Payment Channel | Standard, Apple Pay |
| Last Four | Last four digits of the credit card or E-Check paid with |
| Check Number | If paid with check, check number |
| Source | What module the transaction was processed under (Public Form, Mobile Donation Form, Facebook Donation Form, Virtual Terminal, Mobile VT, Kiosk, SMS, Peer-to-Peer, 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) |
| Created By | The name of the entity creating the transaction (if from Web VT, the VT user logged in; if from the front-end, the front-end user logged in) |
| Form Name | Form Name |
| Form Type | Qgiv, Political, Peer-to-Peer, Fundraising Hub, Auction |
| Form Data Mapping | Data mapping configured for form |
| Text Campaign | Text-to-Donate Text Campaign Name |
| Event Name | The name of the event (Qgiv form event), if registering or donating to an event |
| Event Data Mapping | Data mapping configured for Event (Qgiv form event) |
| Promo Codes | Name of promo codes used when purchasing (Qgiv form event, P2P event, and auction registration) |
| Promo Code Count | The total number of promo codes used for the transaction (Qgiv form event, P2P event, and auction registration) |
| Dedication | Full dedication text, if the donation was dedicated to someone |
| Plan Name | If the recurring donation is a plan type (details set up by the org versus a donor setting recurring details themselves), the associated plan name |
| Recurring Frequency | If a recurring transaction type, how often the donor is billed |
| Recurring ID | If a recurring transaction type, the recurring ID |
| Recurring Data Mapping | Data mapping configured for Recurring |
| 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](#bookmark)) |
| Custom Fields | Custom form fields, with columns consolidated by reference name in standard reports (includes Form/P2P donation custom fields, Qgiv event wide fields, Auction event wide fields, and Qgiv dedication fields) |

## Additional Custom Download Columns

|  |  |
| --- | --- |
| **Column** | **Description** |
| Declined/Error Reason | Declined/Error Payment Reason |
| SMS Keyword | If donated via SMS, the SMS keyword |
| Kiosk | If processed on a kiosk, the kiosk name |
| IP Address | IP address associated with the transaction |
| Fulfilled Transaction | ID of the transaction that fulfills the promise |
| Promise Id | ID of the promise the transaction is fulfilling |
| Express Donate | Whether the transaction was made through Express Donate (Yes/No) |
| Donor ID | The Qgiv account ID associated with the transaction |
| Gift Assist Amount | How much was given using Gift Assist |
| Optional Registration Donation | Indicates donation was made during registration |
| Created On | When the recurring payment was created |
| Start Date | When the recurring payment was started |
| End Date | When the recurring payment is set to end (date|no end) |
| Cancel Date | When the recurring payment was cancelled, if cancelled prematurely |
| Cancelled By | The donor username who cancelled the recurring payment (“Donor” if not matched to a global account), if cancelled prematurely |
| Last Bill Date | When the recurring payment was last charged |
| Next Bill Date | When the recurring payment will next be billed |
| Occurrences | Recurring Occurrences |
| Occurrences Remaining | Recurring Occurrences Remaining |
| Total Occurrences | Recurring Total Occurrences |
| Total Billed | How much has been billed thus far, in dollars |
| Total Paid | The amount paid towards a recurring payment |
| Total Outstanding | The amount left to pay towards a recurring payment |
| Total Amount Pledge | Total Occurrences \* Recurring Amount (n/a if no end date was set, 0 if cancelled or expired) |
| Recurring Status | Recurring payment status (Active, Paused, Cancelled, Expired) |
| Last Recurring History Status | On a recurring donation, the last edit status (Created, Edited, Expired, etc.) |
| Last Recurring History User | On a recurring donation, the last user to edit the recurring record |
| Last Recurring History Date | On a recurring donation, the last date the recurring record was edited |
| Recurring Payment Expiration | When the associated payment method expires |
| Auction | Auction name |
| Matching Transaction | ID of matching transaction |
| Matching Amount | Amount of Matching Transaction |
| Gateway ID | Payment processor gateway ID |
| Event ID | Event ID |
| Section | Table group name. Multiple values will be comma separated |
| Table | Table label. Multiple values will be comma separated |
| Seat | Table management seat number. Multiple values will be comma separated |
| Payment Account | The account the payment was made through |
| Custom Column | Adds static text to every row |
| (DEPRECATED) columns | Columns previously supported before the Transaction Detail report |

## DEPRECATED Additional Custom Download Columns

(These are columns that have been migrated to the Transaction Detail Report, and are no longer supported in this Summary Transaction Report)

|  |
| --- |
| **Column** |
| Type |
| Given Anonymously |
| Opted In |
| Restriction Data Mapping |
| Restriction |
| Sub Restriction |
| Package Name |
| Package Quantity |
| Unit Cost |
| Fair Market Value |
| Promo Code |
| Promo Codes Used |
| Early Bird Discount |
| Classification |