Transaction Details Report

The purpose of this report is to provide details for 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 transaction **line item** and its related details. The first line item for each transaction may include data that other line items do not (e.g. Total Amount, Date, Status). These values represent the entire transaction and not necessarily a specific line item.

## Use Case(s)

* An organization wants a full view of all transactions occurring within their forms
* An organization needs all transaction data and related details for record-keeping purposes

## 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, or refund date if a refund line item |
| 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 |
| Type | refund, chargeback, return, gift assist, recurring, event-donation, one-time, event, registration, store |
| Line Item | Transaction line item number |
| Line Amount | Line amount (how much was collected/debited in total for that particular line item) |
| Total Amount | Total transaction amount (line item 1 only) |
| Transaction Qgiv Fee | Qgiv fee on transaction (line item 1 only) |
| Refunded Qgiv Fee | Total refund Qgiv Fee for a transaction |
| Net Amount | Transaction Amount + Transaction Qgiv fee + Transaction Refund Total + 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 transaction creator |
| First Name | First name of the transaction creator |
| Last Name | Last name of the transaction creator |
| Suffix | Suffix, if applicable, of 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 | Name affiliated with the payment type |
| 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 |
| Opted In | Line item opted in if P2P, otherwise transaction opted in (yes|no) |
| Given Anonymously | Line item anonymous value if P2P, otherwise transaction anonymous (yes|no) |
| 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 a check, the 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 ID | Form ID |
| Form Type | Qgiv, Political, Peer-to-Peer, Fundraising Hub, Auction |
| Form Data Mapping | Data mapping configured for form |
| Item Name | Auction item name |
| Item Attributes | Auction item attributes, if a store item with attributes |
| Restriction | If donating to a restriction, the name of the restriction |
| Sub Restriction | If donating to a sub restriction within a restriction, the name of the sub restriction |
| Restriction Data Mapping | Data mapping configured for Restriction |
| 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) |
| Package Name | The name of the package signed up for a registration (Qgiv form event, auction registration) |
| Package Quantity | The quantity of packages purchased (Qgiv form event, auction registration) |
| Unit Cost | How much a single package costs (Qgiv form event, auction registration) |
| Fair Market Value | Fair Market Value of the package (Qgiv form event, auction registration) |
| Promo Codes | Promo codes used when purchasing (name of them) (Qgiv form event, P2P campaign, and auction registration) |
| Promo Code Count | The total number of promo codes used for the line item (Qgiv form event, P2P campaign, and auction registration) |
| Early Bird Discount | If an event transaction, the amount taken off for early bird discounts (Qgiv form event, auction registration only) |
| Dedication | Full dedication text, if the donation was dedicated to someone |
| Dedication Recipients | Recipients sent to when using the form dedication tool |
| 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 |
| Credited To (Legacy Donated To) | If a peer-to-peer donation was directed to a campaign, team, or participant |
| Credited To Name (Legacy Donated To Name) | Name of the campaign, team, or participant a peer-to-peer donation was directed to |
| Participant Data Mapping | Data mapping configured for Participant |
| Category | P2P category, if transaction included a P2P event registration |
| Classification | Classification of the registrant, if a P2P registration transaction type |
| Registrant Name | Name of the registrant, if a P2P registration transaction type |
| Team Name | Team name, if the transaction included a team registration |
| Product Name | For store purchases, the name of the product purchased |
| Product Attributes | For store purchases, the product attributes |
| Product Tax | Tax applied to the product purchase |
| Product Shipping Method | If the store product has to be shipped, the method to ship it by |
| Product Shipping Cost | For products purchased with a shipping cost, that cost amount |
| 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, Qgiv participant fields, P2P registration custom fields, Auction event wide fields, Auction package wide fields, Auction participant 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 |
| Verification Status | Offline Donation Verification Status |
| Donation Message | Optional donation message text |
| 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 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 |
| Shipping First Name | First name of shipping recipient for product |
| Shipping Last Name | Last name of shipping recipient for product |
| Shipping Address | Address of shipping recipient for product |
| Shipping City | City of shipping recipient for product |
| Shipping State | State of shipping recipient for product |
| Shipping Zip | Zip of shipping recipient for product |
| Shipping Country | Country of shipping recipient for product |
| Product Quantity | Number of products purchased |
| Auction | Auction name |
| Bidder Number | Auction bidder number |
| Attendee Status | Auction attendee status (bidder\_id:status) |
| Item Type | Auction item type |
| Item Category | Auction item category |
| Item ID | Auction item ID |
| Item Description | Auction item description |
| Item Quantity | Auction item quantity |
| Item Unit Amount | Auction item unit amount |
| Starting Bid / Item Cost | Auction item base cost |
| Total Starting Bid / Item Cost | Auction Base Cost \* Quantity |
| Custom Item Value Text | Auction custom item value text |
| Item Fair Market Value | Auction fair market value |
| Total Item Fair Market Value | Auction Fair Market Value \* Quantity |
| Matching Transaction | ID of matching transaction |
| Matching Amount | Amt 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 |