Recurring Payments Report

The purpose of this report is to list all recurring payments under an organization. Each row in the report represents an individual recurring payment.

## Use Case(s)

* An organization wants a list of all donors who make recurring payments
* An organization wants to see recurring payments that expired/are expiring soon
* An organization would like to estimate future donation income

## Filter By

|  |  |
| --- | --- |
| **Filter By Criteria** | **Description** |
| All | Displays all recurring records |
| Next Bill Date | Displays recurring records with a next bill date that falls in the range selection |
| Start Date | Displays recurring records with a start date the falls in the range selection |
| Payment Expiration | Displays recurring records with a payment expiration that falls in the range selection |
| End Date | Displays recurring records with an end date that falls in the range selection |
| No End Date | Displays recurring records with no end date and a start date that falls in the range selection |

## Advanced Filters

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| --- | --- |
| **Filter** | **Description** |
| Forms | Form Name(s) |
| Form Tags | Forms attached to one or more form tags |
| Recurring Status | Active, Paused, Cancelled, Expired |
| Restrictions | Donation Restriction(s) |
| Frequency | (Weekly, Every 2 Weeks, Monthly, Quarterly, Semi-Annually, Annually) |
| Giving Plans | Donation Giving Plans |
| Classifications | Peer-to-Peer classifications |
| Credited To (Legacy Donated To) | If a peer-to-peer donation was directed to a campaign, team, or participant |

##

## Web-Based Columns

|  |  |
| --- | --- |
| **Column** | **Description** |
| ID | Recurring ID |
| Name | Name of donor |
| Form | Form the recurring payment was made under |
| Next Bill Date | When the donor will be billed again |
| End Date | The last day the donor will be billed (date|No End Date) |
| Payment Expiration | When the associated payment method expires |
| Frequency | How often the donor should be charged (Weekly, Every 2 Weeks, Monthly, Quarterly, Semi-Annually, Annually) |
| Amount | How much the donor should be charged on bill date |
| Gift Assist | If elected for Gift Assist, the amount to charge for it on bill date |
| Status | Recurring payment status (Active, Paused, Cancelled, Expired) |
| Receipt | Whether installments generate receipts (Enabled/Disabled) |

## Standard Download Columns

|  |  |
| --- | --- |
| **Column** | **Description** |
| Recurring ID | Recurring detail ID |
| Recurring Data Mapping | Data mapping configured for recurring |
| Company Donation | Indicates donation is from a company |
| Name | Donor name |
| Company | Donor company name |
| Address | Donor address |
| City | Donor city |
| State | Donor state |
| Zip | Donor zip |
| Country | Donor country |
| Employer | Employer Name |
| Employer Email | Employer Email Address |
| Billing Name | Donor billing name |
| Billing Address | Donor billing address |
| Billing City | Donor billing city |
| Billing State | Donor billing state |
| Billing Zip | Donor billing zip |
| Billing Country | Donor billing country |
| Email | Donor email |
| Payment Method | Payment method utilized (Visa, MasterCard, American Express, Discover, PayPal, E-Check, Cash, Check, etc…) |
| Recurring Payment Expiration | Payment expiration date |
| Form Name | Form the recurring payment was made under |
| Form ID | Form ID |
| Form Type | Qgiv, Political, Peer-to-Peer, Fundraising Hub, Auction |
| Form Data Mapping | Data mapping configured for form |
| Restriction | Recurring payment restriction (if only one restriction selected, just the name. If multiple, all names in a comma-separated format, with dollar amounts added in) |
| Sub Restriction | Recurring payment sub restriction (only applicable with custom restrictions which have a Sub Restriction enabled) |
| Classification | If a Peer-to-Peer recurring payment, the classification it is directed towards |
| Credited To (Legacy Donated To) | If a Peer-to-Peer recurring payment, the campaign, team, or participant name the donation was made to |
| Credited To Name (Legacy Donated To Name) | Name of the campaign, team, or participant a peer-to-peer donation was directed to |
| Dedication Type | If dedicated to someone, the dedication type text (possible example: if an organization has an “In honor of” dedication, “In honor of”) |
| Dedication Name | If dedicated to someone, the dedication filled-in text (possible example: if an organization has an “In honor of” dedication, the person being honored) |
| Created By | User the recurring record was created by |
| 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 | How many bills have occurred |
| Occurrences Remaining | How many bills will occur in the future (n/a if no end date was set, 0 if cancelled or expired) |
| Total Occurrences | Occurrences to Date + Occurrences Remaining (n/a if no end date was set, 0 if cancelled or expired) |
| Recurring Frequency | How often the donor should be billed (Weekly, Every 2 Weeks, Monthly, Quarterly, Semi-Annually, Annually) |
| 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 |
| Recurring Amount | How much will be given on each bill date |
| Total Amount Pledge | Total Occurrences \* Recurring Amount (n/a if no end date was set, 0 if cancelled or expired) |
| Status | Recurring payment status (Active, Paused, Cancelled, Expired) |
| Memo | Transaction memo |

## Additional Custom Download Columns

|  |  |
| --- | --- |
| **Column** | **Description** |
| Last Recurring History Status | Status of last recurring change event (Active, Paused, Cancelled, Expired) |
| Last Recurring History User | User responsible for last recurring change event |
| Last Recurring History Date | Date of last recurring change event |
| Express Donate | Whether the recurring donation was set up through Express Donate (Yes/No) |
| First Name | First name on the recurring donation |
| Last Name | Last name on the recurring donation |
| Donor ID | Identification number of the donor |
| Dedication | Dedication Type and Dedication Name combined into one column |
| IP Address | IP address associated with the transaction |
| Custom Column | Adds static text to every row |