Peer-to-Peer Donations

The purpose of this report is to get a list of donations given to Qgiv peer-to-peer forms. Each row in the report represents a donation transaction & its related details (gift assist and donations are on separate lines).

## Use Case(s)

* Quickly viewing all donations that occurred on an organization’s P2P forms
* Filtering and viewing donations based on forms, restrictions, etc.
* Viewing what P2P forms are most popular for an organization

## Filters

|  |  |
| --- | --- |
| **Filter** | **Description** |
| Range | Donation date (Today, Yesterday, This Month, Last Month, This Year, Last Year, Custom Range, All) |

## Advanced Filters

|  |  |
| --- | --- |
| **Filter** | **Descrrtion** |
| Forms | Form Name(s) |
| Form Tags | Forms attached to one or more form tags |
| Restrictions | Restriction Name(s) |
| Custom Fields | Custom Fields under the organization’s forms |
| Dedications | Available dedication types |
| Source | 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) |
| Donation Types | (Donation, Gift Assist) |
| Frequency | (Weekly, Every 2 Weeks, Monthly, Quarterly, Semi-Annually, Annually) |
| Classifications | Event Classification(s) |
| Donation Methods | (Online, Offline, Matching) |
| Credited To (Legacy Donated To) | (Event, Team, Participant) |

## Web-Based Columns

|  |  |
| --- | --- |
| **Column** | **Description** |
| ID | Transaction ID |
| Date | Transaction date |
| Form | Form name |
| Name | Donor name |
| Method | Payment Method (e.g. Visa, Discover, MasterCard, American Express, Cash, Check, E-Check, PayPal, Matching, Bill to Carrier None) |
| Amount | Transaction Amount less any refunds |
| Type | The type of transaction |
| Credited To (Legacy Donated To) | Where the donation was directed to (Event, Team, Participant) |
| Status | Payment Status (e.g. Accepted, Pending, Voided, Chargeback, Returned, Declined, Refunded, Errors, Offline – Verified, Offline – Unverified, Matching – Verified, Matching – Unverified) |

## Standard Download Columns

|  |  |
| --- | --- |
| **Column** | **Description** |
| Form Name | Name of the form the donation fell under |
| Form ID | Form ID |
| Form Data Mapping | Data mapping configured for form |
| Type | Donation type (donation or giftassist) |
| Classification | Classification the donation went to, if applicable |
| Restriction | Restriction the donation went to, if applicable |
| Transaction ID | Transaction ID |
| Donation Amount | How much was donated, in dollars |
| Gift Assist Amount | How much was given to assist fees, in dollars |
| Total Amount | Total donation amount, in dollars |
| Date | Date the donation was received |
| Time (ET) | Time the donation was received |
| Matching Transaction | If the donation was matched, the id of the transaction that matched it |
| Company Donation | Indicates donation is from a company |
| Company | Company name of the donor |
| Donor First Name | First name of the donor |
| Donor Last Name | Last name of the donor |
| Address | Address of the donor |
| City | City of the donor |
| State | State of the donor |
| Zip | Zip of the donor |
| Country | Country of the donor |
| Employer | Employer Name |
| Employer Email | Employer Email Address |
| Email | Email of the donor |
| Phone | Phone of the donor |
| Email Permission | If the donor gave email permission (Y|N) |
| Donation Message | Optional donation message text |
| Online/Offline | How the donation was given (Online, Offline, Offline - Matching) |
| Credited To (Legacy Donated To) | If a peer-to-peer donation was directed to an event, team, or participant |
| Credited To Name (Legacy Donated To Name) | Name of the event, team, or participant a peer-to-peer donation was directed to |
| Participant Data Mapping | Data mapping configured for Participant |
| Donation Source | Module the donation came from (Front-End, Virtual Terminal, Fundraising Center, n/a) |
| Recurring ID | If a recurring donation, the recurring ID |
| Recurring Frequency | If a recurring donation, the recurring frequency |
| Recurring Data Mapping | Data mapping configured for Recurring |
| Payment Type | How the P2P donation was made (Cash, Check, Credit Card, eCheck, Matching) |
| Card Type | Card type paid with (American Express, Visa, Discover, MasterCard) |
| Payment Channel | Standard, Apple Pay |
| Check Number | If paid with a check, the check number |
| Matched To | If a matching transaction, the name the amount was matched to |
| Matched To Email | If a matching transaction, the email the amount was matched to |
| Status | If offline, verified or unverified. If online, the transaction status. |
| Verification Status | If online or offline verified, ‘Verified’, otherwise ‘Unverified’ |
| Memo | Transaction memo |
| Billing Address | Billing address of the donor |
| Billing City | Billing city of the donor |
| Billing State | Billing state of the donor |
| Billing Zip | Billing zip of the donor |
| Billing Country | Billing country of the donor |
| Dedication Type | If the donation was dedicated, the dedication text |
| Dedication Name | If the donation was dedicated, the dedication name |
| Dedication Recipients | Recipients sent to when using the form dedication tool |
| Permission | Donor permission settings (Show my donation amount AND my name, Show my name but NOT my donation amount, Show my donation amount but NOT my name, Hide both my name and donation amount) |
| 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) |
| Team Name | If donating to a team, the team name |
| Team Captains | If donating to a team, the team captain(s) |
| 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>) |
| (Custom fields) | Custom form fields |

## Additional Custom Download Columns

|  |  |
| --- | --- |
| **Column** | **Description** |
| Batch Date | The batch date for the particular transaction |
| Deposit Date | The deposit date for the particular transaction |
| Refund Amount | If a refund was given, the refund amount in dollars |
| Transaction Qgiv Fee | Fee Qgiv received for processing the donation |
| 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) |
| Sms Keyword | If given via SMS, the SMS keyword used |
| Kiosk | If processed on a kiosk, the kiosk name |
| IP Address | IP address associated with the transaction |
| Last Four | Last four digits of the payment method (credit card or eCheck) |
| Billing Name | Name associated with the payment type |
| Email Data Mapping | Data mapping configured for Email |
| Matching Amount | Amount of Matching Transaction |
| Donation Total | Donation + Gift Assist Amount |
| Dedication | Dedication Type and Dedication Name combined into one column |
| Custom Field | Custom fields for the form |
| Custom Column | Adds static text to every row |