

Search For A Transaction

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Go to **Transactions** and then select the filter icon.

To easily search for a transaction, use the [filter](#) to identify and locate a transaction. The filter options are provided in the table below. You can add multiple filters to identify a group of transactions or a specific transaction. Once a transaction is identified, select to [view](#) further details.

Search Options

| Field | Description |
|---------------------------|---|
| Account Number | Masked card number formatted as 123456xxxxxx1234 or ACH number formatted as xxxxxxxxxxxxx1234. |
| Acquirer Reference Number | An 11-digit number generated by the product initiating the transaction. It is a unique number that both the acquirer and the issuer can use to identify a transaction, available after the transaction is settled. For chargeback adjustments, the acquirer reference number is used as the deposit reference number. You can use this number to search both the Dispute History and Transactions reports for the correlating dispute or initial transaction. |
| Account Number Source | Present when the transaction is initiated by a consumer digital wallet. |
| ACH Validated | Is True or False. |
| Authorization Code | A five or six-digit number generated by the Issuing Bank to validate a credit card whenever it is approved for the sale of a good or service. |
| Batch Number | A system-generated number used to identify your batch. Select the batch number to review the associated transactions. |
| Card ID | A unique identifier assigned to each payment method stored on a customer record. Customer records are available if you have enabled the Customer Vault . |
| Customer ID | A unique identifier assigned to a customer by you or your team. Once entered, the customer ID cannot be modified. Select the ID name to view the customer record. Customer records are available if you have enabled Customer Vault . |
| Convenience Fee | The amount of the convenience fee that you assessed to the cardholder. This amount is included in the transaction amount. |
| Currency | The currency type of a transaction. |
| DBA Name | The "Doing Business As" name as listed on your Qualpay Account. Primarily viewable for consolidated accounts. |

| Field | Description |
|-------------------------------|---|
| Developer ID | Defining value for the source of the transaction. |
| Disputed | Is True or False. |
| First Name | The first name of the cardholder. |
| Funded Amount | The amount funded to your account in USD. If your transaction is processed in a currency other than USD, this is the converted USD amount. |
| Last Name | The last name of the cardholder. |
| Merchant ID | Your Qualpay Merchant ID. |
| Merchant Reference | A value created and entered by you at the time of the transaction; can be used for reconciliation purposes. |
| Merchant Advice Code | Merchant Advice Codes (MAC) communicate the reason for declining a MasterCard payment transaction. This helps eliminate excessive reattempts and ensure data consistency. For more detail, refer to the page on responses . |
| MOTO E-commerce Indicator | <p>The Mail-Order Telephone-Order (MOTO)/ e-Commerce indicator is sent with each transaction by the payment gateway, indicating to the card brands the type of card-not-present transaction. Below is the full list of indicators:</p> <p>0 - Card Present (not MOTO/e-Commerce)</p> <p>1 - One-time MOTO transaction</p> <p>2 - Recurring</p> <p>3 - Installment</p> <p>5 - Full 3D-Secure transaction</p> <p>6 - Merchant 3D-Secure transaction</p> <p>7 - e-Commerce channel encrypted (SSL)</p> |
| Payment Gateway Response Code | The response code received for a transaction. For more detail, refer to the page on responses that are supported for Qualpay Products. |
| Payment Gateway ID | Only available when processing through Qualpay Virtual Terminal , Qualpay Payment Gateway , Qualpay Checkout , Qualpay Recurring Billing , and Qualpay Invoicing. The PG ID is an identifier that uniquely identifies a transaction. |
| Payment Type | The types are <i>Visa</i> , <i>MasterCard</i> , <i>American Express</i> , <i>Discover</i> , or <i>ACH Payment</i> . |
| Payment Profile | You will see a payment profile drop-down with your different profiles listed if you have more than one profile. |

| Field | Description |
|--------------------|---|
| Purchase ID | The purchase ID, sometimes referred to as the invoice ID, is input by you at the time of a transaction. The value may appear on the cardholder statement and can be used for reconciliation purposes. For third-party payment gateway processing, the purchase ID is available when the transaction is settled. This value is system-generated when transactions are initiated by the Qualpay Recurring Billing engine and Qualpay Invoicing. |
| Reference Number | A unique reference number generated for each deposit made to your checking account. |
| Requestor Login ID | The login name used when the transaction was processed. Only available when processing through Qualpay Virtual Terminal , Qualpay Payment Gateway , Qualpay Recurring Billing , and Qualpay Invoicing . |
| Source | The source of the transaction is the transaction origination product. Options are <i>Virtual Terminal</i> , <i>Subscription</i> , <i>Qualpay Checkout</i> , <i>Qualpay Invoicing</i> , <i>Qualpay Payment Gateway</i> , <i>Visa Straight Through Processing</i> , or <i>Other</i> . "Other" is used for selecting transactions processed through a third-party payment gateway. |
| Status | The current status of the transaction. The status of the transaction will change during its lifecycle. |
| Subscription ID | The unique identification number assigned to a subscription. It is system generated. |
| Surcharge | The amount of a surcharge fee. This amount is included in the transaction amount. |
| Transaction Amount | The amount of the transaction in the processed currency. |
| Transaction Date | The date the transaction was processed. |
| Transaction Time | The time the transaction was processed. |
| Transaction Type | Displays the type of the transaction. |