

Settled Transaction Lookup Report

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Go to **Reports** and then select *Settled Transaction Lookup*.

The **Settled Transactions Lookup** report includes a list of all [settled](#) transactions. These transactions are not grouped by batch, so you can use the [filters](#) to locate a transaction when you are not sure in which batch a transaction was included. You can filter on *Account Number, Amount, Batch Number, Currency, DBA Name, Developer ID, Merchant ID, Merchant Reference, Payment Type, Purchase ID, Reference Number, Settled Date, Status, and Transaction Date*. See how to [configure reports](#) for more information on customizing reports.

From this report, select a transaction to easily navigate to an individual [transaction detail](#). From the transaction detail, you can initiate refunds, as a [follow-on action](#). You will find the refund button located to the right of the detail under Actions.

A definition of the column headings is located below. View the [transaction detail](#) and locate the void and capture buttons located to the right of the detail under Actions.

Settled Transactions Lookup

Reporting Field	Description
Transaction Date	The date the transaction was authorized.
Settled Date	The date that the transaction settled.
DBA Name	The Doing Business As name listed on your Qualpay Account.
Merchant ID	Your Qualpay Merchant ID.
Batch Number	A system generated number used to identify your batch.
First Name	First Name of your customer.
Last Name	Last Name of your customer.
Account Number	Masked account number. Format for credit cards is 123456xxxxxx1234. Format for ACH payments is xxxxxxxxxxxxx1234.
Payment Type	Visa, MasterCard, American Express, Discover, or ACH payment.

Reporting Field	Description
	Purchase ID, sometimes referred to as the invoice ID, is input by you at the time of transaction processing. 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.
Currency	The currency type of the transaction.
Transaction Amount	Amount of the transaction in the target currency.
Funded Amount	Amount funded into your account in USD. If your batch processed in another currency other than USD, this is the net batch amount converted to USD.
Status	The status of your deposit.