

IconCMO Integration Guide



Importing From: <ul style="list-style-type: none"> ● Vanco eCheck ● Vanco Credit/Debit Card Processing 	Importing To: <ul style="list-style-type: none"> ● IconCMO – Church Management Online
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Before You Get Started

Current Vanco Clients:

To authorize Vanco to set up the Web Services integration with IconCMO, please use the following link or copy and paste the URL into a web browser to complete the 'Merchant Account Update Form' --

<https://www.cognitofrms.com/VancoPayments/merchantaccountupdateform>

Vanco

Client Services: 800-675-7430 or cs@vancopayments.com

Potential Clients:

For Churches interested in setting up Electronic Solutions please contact Vanco.

<https://www.vancopayments.com/egiving/iconcmo>

Icon Systems, Inc.

Customer Support: 218-236-1899 or support@iconcmo.com

A. Setting up Donation Funds listed in Vanco and IconCMO

IconCMO manages funds by fiscal year and each fund has a unique ID. You'll need to first make sure your fiscal year, if not following the calendar year, is adjusted in IconCMO under Settings → Setup → Information.

Accounting Information

Federal ID # _____

State Id # _____

Sales Tax Exempt # _____

State Unemployment # _____

Unemployment Tax Rate _____ %

First Month in Fiscal Year January ▼

Beginning Balance Date 12/30/2018

Reversing Journal Type Reverse Journal ▼

First Month for Giving FY January ▼

Then you'll need to match your fund IDs with funds setup in Vanco using the "Admin" tab in **Vanco's Online Service Center**. You can get the ID numbers from IconCMO by printing the 'List of All Funds – No Dollar Amount' report listed under Donations → Donation Reports window. Look under the Subheading 'Fund Reports.'

Here is a short video on how to change Fund IDs in Vanco:

[Changing Fund IDs](#)

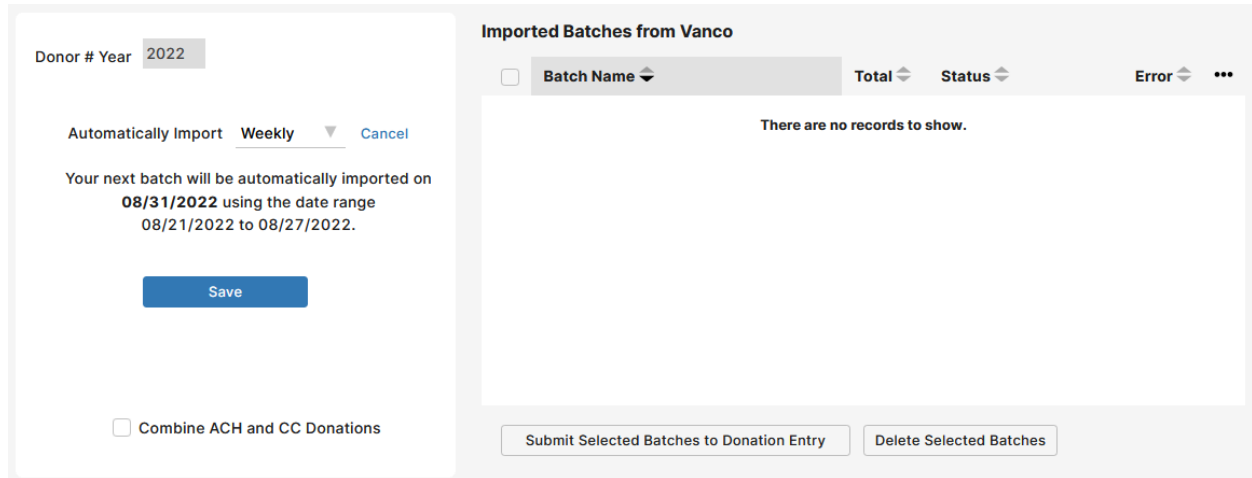
For further assistance with the online Service Center, please contact Vanco Client Services department at 800-675-7430.

B. Importing EFT Donations & Check Scanning Batches

To import donation history from Vanco, which will update donor accounts on IconCMO, start by clicking on the 'Vanco Import' option under Donations → Funds & Donations → Import. This window will allow you to connect directly to Vanco and import all electronic donations received through your Vanco account. The purpose is to speed up the entering of donations for the end user and reduce the chance of errors / discrepancies.

Combine ACH and CC Donations: If this box is not checked, the ACH and CC donations will come over in two separate batches to make the bank reconciliation easier for churches. If you are wanting all donations to come in one batch regardless of ACH or CC, check the box. IconCMO will remember this setting.

Text to give batches: When you are set up to receive text to give batches in addition to online giving, those will come over as separate batches. You will see an "a" batch and a "b" batch, one being your regular e-giving and one being your text giving.



Scheduling Imports: The default for your account will be to auto-import your Vanco batches weekly, but you have the ability to change the imports to be scheduled daily, weekly, monthly, or never—meaning that you will always manually import the batches on your own. Daily importing is recommended if you are using the accounting module in IconCMO, as the batches will match your bank deposits, making reconciliation easier.

Important note: to assure all transactions have cleared, auto-imports will take place 3 days after the end date. Examples can be seen below.

Daily Import

- Donations from 04/29/2019 will be imported on 05/03/2019.

Import date	Batch date	From date	To date
05/03/2019	04/29/2019	04/29/2019	04/29/2019

Weekly Import

- Donations from Sunday to Saturday will be imported in a single batch unless the import dates overlap two months; then, two batches will be imported so donations get posted correctly to the accounting system.

- Donations from 04/28/2019 to 05/04/2019 will be imported using two batches on 05/08/2019.

Import date	batch date	From date	To date
05/08/2019	04/30/2019	04/28/2019	04/30/2019
05/08/2019	05/04/2019	05/01/2019	05/04/2019

- Donations from 05/05/2019 to 05/11/2019 will be imported using a single batch on 05/15/2019.

Import date	Batch date	From date	To date
05/15/2019	05/11/2019	05/05/2019	05/11/2019

Monthly Import

- Donations for the entire month 04/01/2019 - 04/30/2019 will be imported on 05/03/2019.

Import date	batch date	From date	To date
05/03/2019	04/30/2019	04/01/2019	04/30/2019

If you choose to manually import batches in the Vanco Import screen,

1. Enter a Date Range in the 'From Date' and 'To Date'. (Please note: 'From' and 'To' dates refer to the deposit date, not the giving date.) The batch name is created automatically to reflect the date range you selected.
2. Choose if you'd like to Group the Donations by Day- meaning separate batches for each date within the date range, or not- meaning all donations within the date range provided will be in a single batch.
3. Click the 'Import from Vanco' button. Transactions that were posted during the date range will be imported into CMO.

C. Reviewing and Matching Imported Donations

Batches that are imported are kept in the Imported Batches window until all data is approved and all transactions are matched with a giving unit.

1. Click on the link in the status column to open the review window

The review window will display a list of the transactions imported from Vanco on the left and a list of people with donor numbers on the right. Select a Transaction on the left and a donor number on the right and press Match to apply the donations to a particular record in CMO.

In the box on the left under the **Matched** column, a **Yes** or **No** appears, indicating which records in that batch have or have not been matched to a donor in IconCMO

Contributions : Vanco Import

VNC Aug15 2022 to Aug15 2022 well

List of Vanco Donors

Ref #	Donor #	Check #	Name	Matched
997	119	2713	Shaquella Fichtel	No
993	437	8905	Subhankar Westphal	Yes
651	379	7953	Tristin & Charissa Starleaf	Yes
923	205	8383	Vidya Kostelecky	Yes
720	433	8387	Yogendra Wellborn	No

End of List

Yogendra Wellborn
1100 32nd Ave S
Suite G
Moorhead, MN 56560
(800)236-1899
\$60.00 8387

List of available donors

Donor #	Name	Member
433	Wellborn, Yogendra	
434	Welsch, Cody & Cambell	
435	Welte, Rupa	
436	Westlund, Derix & Ashlin	
437	Westphal, Subhankar	
438	Whitney, Corin & Jacquolyn	

Wellborn, Yogendra
1100 32nd Ave S
Suite G
Moorhead, MN 56560
(800)236-1899

1. If “No” appears under the Matched column in the left hand box, click on the ‘Ref #’ in the far left column and that donor’s information (name, address, etc.) will appear below. Then find the corresponding record in IconCMO using the box on the right and click on the ‘Donor #’ to populate the information below.
2. If the match is correct, click on the ‘Match →’ button, After matching all records, click the Close Window button to return to the Vanco Import screen.

If you don’t see the Donor # in the window on the right, make sure the household/individual record exists in IconCMO and has been assigned a donor number under Donations→Donor numbers.

IconCMO will remember your matches and continue to match the same donor to the same recurring transactions the next time. (The only exception is if a donor does not set up a Vanco profile, then each time they donate Vanco will assign them a new reference number and they will need to be re-matched.)

If there are errors listed in the error column, you can click on the link within that column to view the errors in the review window. These are errors that Vanco may have incurred during the payment processing and are not included as part of your batch total. There is no action needed in Icon when errors are present.

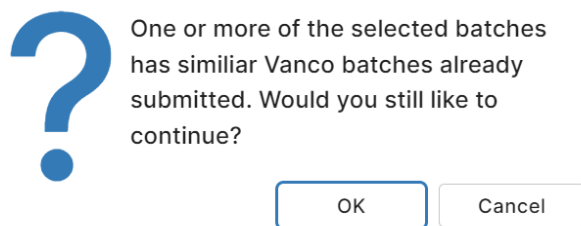
D. Submitting Batch to Donation Entry

Once all transactions are matched correctly, the batch can be processed and sent to the Donation Batch List under Donations→ Funds & Donations. Batches that are sent to the Donation Batch List are removed from the Vanco Import window to ensure multiple postings do not occur.

On the Vanco Import screen, choose which batch(es) to submit and click on the 'Submit Selected Batches to Donation Entry' button. A pop-up window will appear stating that the request was complete or process aborted if there were any errors. Once you click 'OK' and there are no errors, it will bring you to the below screen.

Batch List						
Batch ID	Year	Date	Batch Name	Donations	Duplicate	Log
236	2022	08/26/2022	VNC Aug20 2022 to Aug20 2022	995.00		
235	2022	08/26/2022	VNC Aug19 2022 to Aug19 2022	925.00		
234	2022	08/26/2022	VNC Aug18 2022 to Aug18 2022	1115.00		
233	2022	08/26/2022	VNC Aug17 2022 to Aug17 2022	1200.00		
232	2022	08/26/2022	VNC Aug16 2022 to Aug16 2022	1060.00		
231	2022	08/26/2022	VNC Aug15 2022 to Aug15 2022	1160.00		
230	2022	08/26/2022	VNC Aug14 2022 to Aug14 2022	1135.00		
229	2022	08/24/2022	August 24th 2022 (2)	457.00		

The system does check for duplicate dates. Meaning if you have already submitted a batch for February 1, 2024 - February 7, 2024 and now you are trying to submit a batch for February 7, 2024 - February 13, 2024 you would get this error:



This is simply a warning, you can click 'OK' to process, or 'Cancel' to stop the process. Oftentimes this overlap may be on purpose, but we have this warning in case it isn't to hopefully avoid duplication of donations.

E. Tracking Vanco Fees

In IconCMO you have an option to track Vanco fees. This option is found under Settings → Preferences → Banking Preferences. Check the box and select the default expense account for the fees. When you are linked to the fund accounting in IconCMO, this option will add an expense line into the automated

journal entry created for your general ledger. The entry will reflect the amount that was deposited in your bank as revenue and show the amount of the fees as an expense, in addition to which accounts and what funds they are attributed to, yet still allow the full amount of the donations to be displayed on the donation side of the system and appropriately attributed to the proper donors to receive credit. (See image below)

The fees being tracked are for Credit Card transactions only. ACH transactions are deposited in whole and Vanco deducts the amount for those fees at a later time, thus they are not tracked or recorded automatically through the Import.

Account Name		
Checking	▼ Default Checkbook to Use	
Oth - AP Discounts Taken	▼ Default account for recording interest from the bank	
Oth - Bank Service Charges	▼ Default account for recording service charges from the bank	
<input checked="" type="checkbox"/> Track Credit Card Fees in Donations Enter Window		
Oth - Credit Card Charges	▼ Default account for Credit Card fees in Donations Entry window	
Save Defaults	Default Check Format	Check Book Preferences
	ICO-2113	<input checked="" type="radio"/> Checks are pre-numbered <input type="radio"/> Print check number on each check

You're all set!