# Icon Systems

### Simple to Use. Power to Grow.

**Vanco Integration Setup Guide**

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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.cognitoforms.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

## Setting up Donation Funds listed in Vanco and IconCMO

IconCMO manages funds by fiscal year, and each fund has a unique ID. First, ensure your fiscal year- if not following the calendar year, is adjusted in IconCMO under Settings → Setup → Information.

**Accounting Information**

| | |
|---|---|
| Federal ID | 123456 |
| State ID | 654321 |
| Sales Tax Exempt | |
| State Unemployment | |
| Unemployment Tax Rate | % |
| First Month in Fiscal Year | January ▼ |
| Beginning Balance Date | 12/30/2025 |
| Reversing Journal Type | Delete Journal ▼ |
| First Month for Giving FY | January ▼ |

**Save**

Then you'll need to match your fund IDs with funds set up 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.

# Start Importing

## EFT Donations & Check Scanning Batches

To import donation history from Vanco, which will update donor accounts on IconCMO, start by going to Donations→ Funds & Donations, clicking the blue 'Import' button, and selecting the 'Vanco Import' option. 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 and 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 want all donations to go 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. However, you can 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 use the accounting module in IconCMO, as the batches will match your bank deposits, making reconciliation easier.

*Important note:* To ensure all transactions have cleared, auto-imports will take place 4 days after the 'To' date.  'From' and 'To' dates refer to the **deposit date**, not the giving date. Examples can be seen below.

### Daily Import

- Donations recorded in Vanco from 04/21/2025  will be imported on 04/25/2025.

| Import Date | Batch Date | From Date | To Date |
|---|---|---|---|
| 4/25/2025 | 4/21/2025 | 4/21/2025 | 4/21/2025 |

### 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 recorded in Vanco from 04/29/2025 to 05/05/2025  will be imported using two batches on 05/08/2025.

| Import Date | Batch Date | From Date | To Date |
|---|---|---|---|
| 05/08/2025 | 04/30/2025 | 04/29/2025 | 04/30/2025 |
| 05/08/2025 | 05/05/2025 | 05/01/2025 | 05/05/2025 |

- Donations recorded in Vanco from 10/06/2024 to 10/12/2024 will be imported using a single batch on 10/16/2024.

| Import Date | Batch Date | From Date | To Date |
|:---:|:---:|:---:|:---:|
| 05/16/2025 | 05/12/2025 | 05/06/2025 | 05/12/2025 |

## Monthly Import

- Donations recorded in Vanco for the entire month of 05/01/2025 - 05/31/2025 will be imported on 06/03/2025.

| Import Date | Batch Date | From Date | To Date |
|:---:|:---:|:---:|:---:|
| 06/03/2025 | 05/31/2025 | 05/01/2025 | 05/31/2025 |

## Manual import

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.

## Reviewing and Matching Imported Donations

Imported Batches are kept in the Imported Batches window until all data is approved and all transactions are matched with a donor.

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



The preview window will display a list of the transactions imported from Vanco on the left and a list of people with donor numbers in IconCMO on the right.

In the list on the left in 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.

1. If "No" appears in the Matched column in the Vanco list on the left, click on the 'Ref #' in the far left column, and that donor's name, address, and donation amount provided by Vanco will appear in the gray boxes below.
2. Then, find the corresponding record in IconCMO using the list on the right and click on the 'Donor #' to populate the donor's name and address in IconCMO in the gray boxes below.
   *Note: You can use the find button in the upper right of the screen to locate IconCMO donors quickly. Type the last name or the first few letters in the field to the left and click 'Find' to jump to that spot in the list alphabetically.*
3. If the information listed in both sets of gray boxes is a match, click on the 'Match →' button between the lists. After matching all records, click the Close Window button to return to the Vanco Import screen.

If a record is matched incorrectly, or you need to update the match click on the Ref# for the Vanco record on the left, and then click 'Clear Match'. Once the match is cleared you can lookup the correct donor from Icon on the right and click 'Match'.



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 errors are listed in the error column, you can click on the link within that column to view the errors in the preview window. These are errors that Vanco may have incurred during the payment processing and are not included in your batch total. No action is needed in Icon when errors are present.

## 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.

On the Vanco Import screen, choose which batch(es) to submit and click the 'Submit Selected Batches to Donation Entry' button.
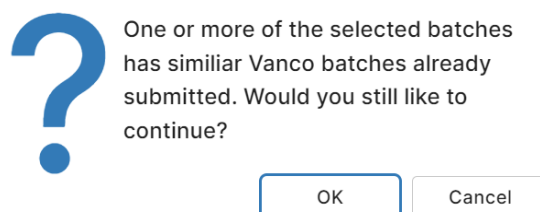
**Imported Batches from Vanco**

| | Batch Name ⇕ | Total ⇕ | Status ⇕ | Error ⇕ ⚙ |
|---|---|---|---|---|
| ☑ | VNC Apr26 2025 to Apr26 2025 | 930.00 | Matched | |
| ☑ | VNC Apr25 2025 to Apr25 2025 | 1040.00 | Matched | |
| ☑ | VNC Apr24 2025 to Apr24 2025 | 980.00 | Matched | |
| ☐ | VNC Apr23 2025 to Apr23 2025 | 1055.00 | Matched | |
| ☐ | VNC Apr22 2025 to Apr22 2025 | 1125.00 | Matched | |
| ☐ | VNC Apr21 2025 to Apr21 2025 | 880.00 | Matched | |
| ☐ | VNC Apr20 2025 to Apr20 2025 | 1160.00 | Matched | |

[ Submit Selected Batches to Donation Entry ]   [ Delete Selected Batches ]

A pop-up window will appear stating that the request was complete or the process aborted if there were any errors. Once you click 'OK' with no errors, it will bring you to the below screen.

[ Add New Batch ]   [ Import ▾ ]

| Batch ID ⇕ | Year | Date ⇕ | Batch Name ⇕ | Donations ⇕ | Accounting Action ⇕ |
|---|---|---|---|---|---|
| 🖨 764 | 2024 | 09/25/2024 | VNC Sep18 2024 to Sep25 2024 | $1,140.00 | Send to Accounting → |
| 🖨 757 | 2024 | 09/24/2024 | September 24th 2024 | $175.00 | |
| 🖨 756 | 2024 | 09/19/2024 | VNC Sep19 2024 to Sep19 2024 | $1,165.00 | |

The system does check for duplicate dates. This means if you have already submitted a batch for May 1, 2025 - May 7, 2025, and now you are trying to submit a batch for May 7, 2025 - May 13, 2025, you will get this error due to May 7th being duplicated:

**?** One or more of the selected batches has similiar Vanco batches already submitted. Would you still like to continue?

[ OK ]   [ Cancel ]

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

## 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 to 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



**You are all set!**