



## **Donations Setup Guide**

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# Donations Setup Guide

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## Donations

### Organizational and Personal Settings:

#### Organization → Setup → Information

##### · 'First Month in Fiscal Year'

- o Be sure this is set correctly. Normally the fiscal year is January through December but not always. Check with your accountant if you are not sure. The first day of the month is assumed to be the first day of your fiscal year. This setting affects only the accounting side of the system and not donations; however, it's placed here as donations can post to the accounting side of the system. It's best to have both sides right before making your first posting.
- o Donations should follow the church's pledge year which can be different from the church's accounting fiscal year. How donation funds are set up for the start and end dates is explained in the Fund Maintenance section of this guide. For example, IconCMO can be set up to handle the church's accounting books from July 1st to June 30th for the fiscal year, but pledge on the calendar year for the individuals to lessen confusion for your congregants. Or, IconCMO can be set up where both sides of the system obey the July 1st to June 30th fiscal year. Keep in mind when the calendar year is not used for donation funds, the individual's giving statements will have two sets of funds showing on their statements. For example, they will see the 2021 General Fund for donations dated Jan. to June, and 2022 General Fund for donations dated July to Dec., assuming a July to June fiscal year for this example.

#### Organization Information

Name	Testing as NEW USER		
Address Ln1	1100 32nd Ave South		
Address Ln2	Ste G	State	Zip Code
City	Moorhead	MN	56560
Country	USA		
Email	support@iconcmo.com		
Phone #	(218)236-1899		
Fax #			
Cell #			

#### 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 ▼

Choose File No file chosen

Save Logo

Delete Logo

Save

- o Because this screen affects the entire system we highly recommend only a few people have access to change these settings.

## Organization → Preferences → Personal

### · 'Fiscal year to work with'

- o Set the default Fiscal year in which you want to work. You can still change the Donation year you are working in without changing this setting, but the default dates and years will always fall in this year. Each user can work in a different year, provided they are signed in under a different username. We *highly* recommend that all users have their own username and have access to this screen as they should be able to change what year they are working in for the data entry.

**Organization : Preferences : Personal**

Make any desired changes and press Save.

**System Wide Preferences**

Each user in the system can operate in whatever year they want without affecting other current users. Changing the fields below will permanently change your personal settings until they are changed again

**Fiscal year to work with** 2021 ▼

**Date format to use** ☒ MM/DD/YYYY ☐ DD/MM/YYYY

**View Accounting** Set to No to hide accounting tabs

**Desktop Picture** Water ▼

**Membership & Contribution Preferences**

Set the following drop down to your desired default values

**Default Status** Everyone ▼

**Default Country** United States ▼

**Accounting Preferences**

The default date is set equal to your computer date whenever you log into the system or if you press the F5 function key. Changing the date below will change your accounting transaction date until one of the above actions occur.

**Default date to use** 01/26/2021

**Default Fund to use** General Fund ▼

**Save**

**Personal Security**

Change your password by providing the old and new passwords below. We recommend a long, random password that mixes letters, numbers, and symbols. See [more detailed information about choosing a good password](#).

**Current Password** \_\_\_\_\_

**New Password** \_\_\_\_\_

**Retype New Password** \_\_\_\_\_

**Save Password**

**User Email**

Change the email address by entering in the current email followed by the new one. An email cannot contain any spaces.

**Current Email** support@iconcmo.com

**New Email** \_\_\_\_\_

**Retype New Email** \_\_\_\_\_

**Save Email** **Add/Edit Email Signature**

**Other Personal Preferences**

Auto Add Individuals when creating new households

**Save Other Preferences**

## Donors:

### Donations → Donor Numbers

- **Designating your Donors** – Names of Households are automatically added to the donation section.
  - o A household or family member must have a donor number assigned to record donations for them. If you don't use envelopes or donor numbers, give everyone who will be contributing a donor number of zero. When possible, we recommend churches use donor numbers other than zero as it greatly speeds up the donation entry process. During the quick add process IconCMO will automatically assign donors 0 as their donor number, which can be changed at any time.
  - o It is best to assign a donor number to a household. Doing this gives credit to the responsible adults of the household. Donor numbers should be assigned to individuals when they file separate tax returns or when they are children or guests in the home that are giving separately.

**Example 1:** A married couple (John & Mary) are giving a donation. You will want to assign a number to the Household to use the Household as the giving entity. That way when the donation statement is sent it displays both of their names on the statement.

**Example 2:** A child in a household makes a donation and wants to receive a separate donation statement. You want to add the individual donor number for the child.

**Example 3:** A single person living by his or herself makes a donation. In a situation like this you could add either the household or the individual donor number to the donation section. We suggest using the household record.

### Assigning Donor Numbers to Households and Individuals – Manually or Auto-Assign.

#### · Assigning Donor Numbers Manually:

- o This method is helpful when you are only adding a few numbers, perhaps for some new individuals, and you already have existing donors in the system. The church has a choice to either add them in as a household or an individual donor number. Go to Donations-> Donor Numbers. Please see the examples above (1–3) to see the difference between the household and individual donor numbers.
- The household screen displays immediately when you open the Donor Numbers screen.
- To get to the Individual donor numbers, you will have to click on 'Add Edit Individual Donor #'s' located on the bottom left of the screen.

( Ind ) = Donor # assigned to individual.

Add All Donor #s

Delete All Donor #s

Add Edit Individual Donor #s

- When in the household screen – that is, the main Donor Numbers screen – you can view the next available donor numbers based on the highest unused number as well as skipped numbers. This is found in the upper right corner of your household screen.

First Skipped Number: 1

Highest Unused Number: 463

1. For both household and individual, change the status to 'Everyone' in the 'Status to view' drop down list and type in the first few letters of household or individual's last name or donor #. Each household or individual will have a box next to their name.

Fiscal Year 2021

Status Everyone

Search By Last Name or Donor #

Sort By Last Name

Donor #	Last Name	First Name	Status
0	Addler	Cyd	Active
2	Addler	Murrae	Active NonMbr
3	Ages	Rev Shannen	Active
4	Agler	Donavan & Diane	Prospect
5	Akers	Andrew	Active

2. Locate the household or individual you want to add, remove, or edit (see explanations below of each option).
  - a. **Add** – Locate the household or individual you want to add a donor number to, and type the donor number in the box next to their name. The entry is saved automatically when you press the tab key.
  - b. **Remove** – Clear/delete the donor # and press the tab key. If there is a pledge or donation -posted or not, the number will turn to zero as there's activity under the donor number and it can't be totally removed.
  - c. **Edit** – Put the cursor in the edit box, make your change and press the tab key.

Donor #	Last Name	First Name
0	Addler	Cyd
2	Addler	Murrae
3	Ages	Rev Shannen

- When in the individual's screen, if you wish to return to the household screen, click 'Close'.

**Add or Modify Member Donor Numbers for 2021**

Status to view Everyone Start With A **Find**

Donor #	Last Name	First Name	Preferred	Relationship
	Abramovic	Tychicia	Ty	Daughter
	Addler	Cyd	Cydney	Single Male
	Addler	Murrae		Son
	Ages	Rev. Shannen	Shae	Single Female

Refresh Delete All **Close**

#### Auto-Assign donor numbers:

1. This method is helpful when you want to add a large number of donors based on a status code. Go to Donations -> Donor Numbers. Change the status to the status code you want to use like 'Active'. Click on the 'Add All Donor #s'.

15	Asta	Bhadra & Antonet
16	Audette	William & Liz

( Ind ) = Donor # assigned to individual.

Add All Donor #s Delete All Donor #s Add Edit Individual Donor #s

2. A confirmation window comes up where you can either click 'Ok' or 'Cancel'. This action will add all households that have the status code 'Active' to the system as a donor.

**?** Add all households not currently assigned a number and having a status of Everyone. Is this what you want?

**OK** **Cancel**

3. This process can be repeated for multiple status codes. Each household is assigned a zero so they are shown as donors.

**Donations : Donor Numbers**

Fiscal Year **2022** First Skipped Number: **1**  
Highest Unused Number: **1**

Status **Everyone** Search By Last Name or Donor : << >> Sort By **Last Name** Re-order Donor #s

Donor #	Last Name	First Name	Status	Email Used For Statements
0	Abar2	Anjeneya2	Active	Do Not Email Statement
0	Addler	Cyd	Active	Do Not Email Statement
0	Ages	Shannen	Active	Do Not Email Statement
0	Agler	Donavan & Diane	Prospect	Do Not Email Statement
0	Akers	Draven	Friend	Do Not Email Statement
0	Allgaier	Louis	Active	Do Not Email Statement
0	Arel	Jhovan & Taneka	Active	Do Not Email Statement
0	Arovits	Arlandia & Chelsie	Active	Do Not Email Statement
0	Ashton	Hasmukh & Maritsa	Active	Do Not Email Statement
0	Asta	Bhadra & Antonet	Visitor	Do Not Email Statement
0	Auderer	Montey	Delete	Do Not Email Statement
0	Audette	William & Liz	Active	Do Not Email Statement
0	Augeson	Dione & Kawanda	Inactive	Do Not Email Statement
0	Babola	True & Jadyn	Active	Do Not Email Statement
0	Balkus	Kinne	Active	Do Not Email Statement

( Ind ) = Donor # assigned to individual.

[Add Edit Individual Donor #s](#)

4. If you would like to mass change the zero donor number for each household you can press the 'Re-order Donor #s' button on the main donor number screen and complete steps 5 – 6.

5. Enter the 'Starting #' Ex. 1 or 100.

6. Press the 'Assign #s' button to quickly auto assign donor numbers in numerical order according to the household last name and click the 'Ok' on the confirmation message.

First Skipped Number: **1**  
Highest Unused Number: **1**

**Re-order Donor #s**

Starting # 1

**NOTE:** Once numbers are assigned and given out to the church congregants, you shouldn't perform this step as it will change previously assigned numbers and confuse your congregants and possibly credit someone with another person's donation.

**\*\*The same donor number cannot be assigned to more than one donor in the same giving year.\*\***

## Donation Fund Maintenance:

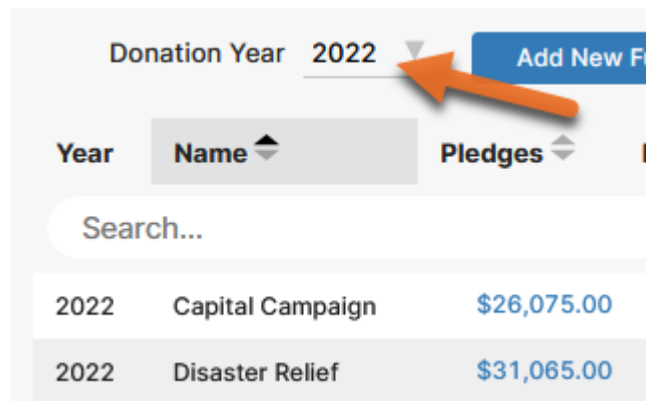
### Donations → Funds & Donations

Use this window to maintain the various funds your church uses to manage its pledges (not required) and donations.

A fund name can be changed any time, even after donations have been entered to it.



The year can be changed temporarily in this window by using the 'Donation Year' drop-down.



Donation Year 2022 ▼ Add New Fund

Year	Name	Pledges	C
2022	Capital Campaign	\$26,075.00	
2022	Disaster Relief	\$31,065.00	

Search...

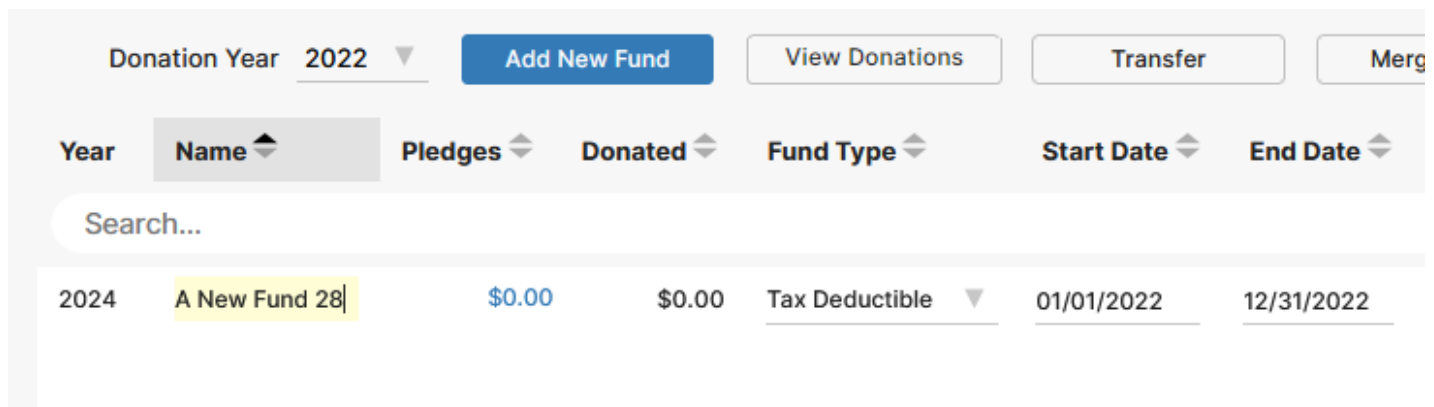
IconCMO manages funds by donation year, so it's very important that each user selects the correct donation year they're working in so they use the right set of funds. When the donation year is set incorrectly, the donations are applied to the wrong set of funds. Donation funds maintain the same names from year to year, however they are different pots of money. For example a 2022 General Fund is not the same as a 2023 General Fund on the donation side of IconCMO. The default funds that appear in the list are determined by the donation year drop-down. Each user should ensure they are under the right donation year before entering any donations.

IconCMO allows for multi-year funds simply by setting the fund's date range across multiple years (ie 01/01/2022 – 12/31/2025).

## Adding a new fund:

Go to Donations → Funds & Donations

- Click 'Add New Fund'.
- A new line will appear below with the name field auto filled and highlighted. Click into the name field to enter the desired name for the new fund.



Donation Year 2022 ▼ Add New Fund View Donations Transfer Merge

Year	Name	Pledges	Donated	Fund Type	Start Date	End Date
2024	A New Fund 28	\$0.00	\$0.00	Tax Deductible	01/01/2022	12/31/2022

Search...

**NOTE:** When you enter a name and tab out of the field, the fund will fall into the list alphabetically.

- Check the start and end date of the fund. The default setting is one year. When entering pledges, these dates are important as you don't want to have to adjust beginning and ending dates for every pledge record.
- Changes are automatically Saved.

## Recording Pledges (optional):

- Click on the dollar amount in the pledge column of the desired fund. The pledge entry window will open.

Year	Name	Pledges	Donated
Search...			
2022	Benevolence	\$23,880.00	\$214.00
2022	Church Booth	\$0.00	00
2022	General Fund	\$0.00	\$831.00
2022	Guatemala Mission	\$0.00	\$240.00

- Find the household or individual that you want to apply the pledge to, and enter the pledge in the 'Amount' field.

Donor #	Last Name	First Name	Amount	Period	Start Date	End Date	Total Pledge	Pledge
Search...								
1	(Daigle-)Berg	Teddy & Barb		Month	01/01/2020	12/31/2020	0.00	
0	Abar	Anjeneya	1000.00	Other	01/01/2020	06/30/2020	1000.00	
0	Abar	Jaman		Month	01/01/2020	12/31/2020	0.00	

- Set the 'frequency' to Week, Month, Quarter, Annual, or Other from the drop-down and ensure the date range is correct.
- These fields are automatically saved.

**NOTE:** If the start and end dates are coming up wrong by default, then the fund dates are incorrect. Modify the funds start and end dates, then the pledge start and end dates will come up correctly for each new entry. Additionally, each household or individual can have one pledge per fund. For example, the 2022 General Fund can have one pledge from the John and Mary Smith household of \$50.00 per month. The same household can't have \$50.00 monthly and also a \$60.00 weekly to the same 2022 General Fund.

## Accounting Link (optional):

If you're using IconCMO's accounting system for your church's financials and bookkeeping, you'll probably want to link your donation funds to the accounting system. This would ensure that when you enter a donation batch and select 'Send to Accounting', the system automatically makes the correct deposits to the correct funds and accounts in the accounting system.

## Go to Donations -> Funds & Donations

Select the appropriate Accounting Fund, Debit account and Credit account for each fund.




Year	Name	Pledges	Donated	Fund Type	Start Date	End Date	Accounting Fund	Checking (Debit)	Revenue/Liability (Credit)
Search...									
2022	Capital Campaign	\$26,075.00	\$23,629.00	Tax Deductible	01/01/2022	12/31/2022	Capital Campaign	Assets : Checking	Revenues : Contributions
2022	Disaster Relief	\$31,065.00	\$26,961.01	Tax Deductible	01/01/2022	12/31/2022	Capital Campaign	Assets : Checking	Revenues : Contributions
2022	General Fund	\$1,917,700.00	\$2,114,517.00	Tax Deductible	01/01/2022	12/31/2022	General Fund	Assets : Checking	Revenues : Contributions
2022	Missions Support	\$1,910,900.00	\$2,133,241.00	Tax Deductible	01/01/2022	12/31/2022	General Fund	Assets : Checking	Revenues : Contributions
2022	Steeple Fund	\$0.00	\$400.00	Tax Deductible	01/01/2022	12/31/2022	Steeple Fund	Assets : Checking	Revenues : Contributions
2022	youth	\$0.00	\$40.00	Tax Deductible	01/01/2022	12/31/2022	General Fund	Assets : Checking	Revenues : Contributions

**NOTE:** If you don't see the three columns needed for the accounting link, you will need to click the three dot icon in the upper right to select those columns to display.

## Donation Batches:

### Donations → Funds & Donations

All donations are processed as a batch. A new batch is typically created for each event where donations are received (church services, fundraising efforts, etc.) Donation batch names are for the user's reference and have no effect on when donations are dated on a donor's statement. The given date within the batch for each transaction is the one date the user should ensure is absolutely correct as this does affect the donor statements. If the church uses the IconCMO accounting, they would also want the batch date to be correct before sending the batch to accounting. This will be the date the deposit is recorded into the fund accounting module.

Batch ID ▾	Year	Date ▾	Batch Name ▾	Donations ▾
Search...				
 104	2022	12/30/2022	Dec 30	37925.00
 208	2022	12/28/2022	Dec 25	42259.00
 102	2022	12/23/2022	Dec 23	42319.00

All Batches entered into the Donations module immediately affect the donor statements and reports, there is no need to 'post' the batch when you are finished entering the donations. You must, however, click 'Send to Accounting' or 'Update Accounting' to affect the accounting module.

## Creating a Batch:

### Go to Donations → Funds & Donations

- Make sure your donation year is set to the correct year you want to enter donations for. This year dictates the fund list you are able to select from in the batch. If you happened to add the batch in the wrong year you can edit the year field to the correct year. The system will automatically put the batch in the year you entered, so it will be removed from your current view. To view the batch, change your donation year.
- The Batch Date field is filled with today's date and is the batch deposit date and should **not** be confused with the Donation given date. The given date is what is used for donation statements, not the batch date. The most important date on the system is the given date which is recorded for each transaction in the batch and is found in the next section – [Entering Donations](#). Several batches can be open or worked on at the same time.

Normally the date field does not need to be changed unless you are using the link to IconCMO Fund Accounting or exporting a QuickBooks file. When your donations are linked to the accounting system, the date becomes the deposit date and is used as the transaction date for the entire batch. Therefore, it should represent the date you want to use in the accounting system to realize the revenue for the profit and loss, budget, and other reports. For example, if your church collected offerings on Sunday, Oct 31st, would the church want to realize the revenue (donations) in Oct when they were collected or on Monday, November 1st when they were entered by the donation secretary?

- Click on the 'Add New Batch' button, or the duplicate batch icon.
- A new line will appear below with the name field auto filled with the date and highlighted.

- Click into the name field to rename your batch if desired.
- Click on the 'Enter Donations' link under the Donations column to open the batch and enter donations.

Add New Batch		Import ▾			
Batch ID ▴▾	Year	Date ▴▾	Batch Name ▴▾	Donations ▴▾	Duplicate
Search...					
209	2022	10/04/2022	October 4th 2022	Enter Donations	
78	2022	09/30/2022	Sep 30	\$40,130.00	
182	2022	09/28/2022	Sep 28	\$39,271.00	

- Duplicate Batches: In the event of recurring or nearly identical batches, click on the icon to duplicate a batch. This will create a second identical batch with the same name, appending a (2) to the end of the name. Changes can still be made to the name or any donations within the batch. This option is ideal for recurring EFT batches.

## Entering Donations:

- Select the donation batch from the list of existing batches, and click on the dollar amount for the batch under that Donations column, or review the [Creating a Batch](#) section to create a new batch.
- This will take you to a new screen to enter your donations - as seen below.
- There are 3 required fields for recording donations and 8 optional fields that can be used. To add or remove the optional fields, you will need to click on the three dot icon in the upper right and check or uncheck the options. Your selections will be saved per individual username.

+/-	Donor ▴▾	Amount ▴▾
Columns to Display: <a href="#">Reset to Defaults</a>		
<input checked="" type="checkbox"/> +/-	<input checked="" type="checkbox"/> Donor	<input type="checkbox"/> Address <input type="checkbox"/> Given Date <input checked="" type="checkbox"/> Amount <input type="checkbox"/> Fund <input type="checkbox"/> Currency <input type="checkbox"/> Check # <input type="checkbox"/> Distribute <input type="checkbox"/> Transaction Fee <input type="checkbox"/> Comment
Filter: <input type="text"/>		

- Required Fields:
  - +/- button- This column displays buttons with either + or - in them. The + button allows you to add a new entry to the batch. The - button will remove the entry from the batch.
  - Donor- Type the name of a household or any donor number into this field. You can search through those who have donor numbers or *any* household in your people module- even if they do not have a donor number. Selecting a household without a donor number will automatically assign them a number zero. You can also add households who do not yet exist in your database by typing the name in the donor field. They will automatically be added to the people module and assigned a donor number zero.
 

**Note:** To assign a donation to an individual instead of a household, you must assign them a donor number in the Donations: Donor Numbers screen prior to entering them in a batch.
  - Amount- Click on the blue text in this column to enter the batch and input donations.

- Optional Fields:

- Address- This option will display the donors' addresses as another method of verifying that the appropriate donor is selected to receive credit for their donation.
- Given Date- Enter the donation date that will appear on the donor's statement for that particular donation.
- Fund- Type the name of the fund or click on the field to select the donation fund they are giving to. If a fund does not currently exist in the drop-down menu, you can easily add one by continuing to type the fund name and adding a fund to the system with the clickable option in the drop-down list.
- Currency- If tracking donations by currency type, you can set the Currency Type to 'Check,' 'Cash,' 'EFT,' or 'Non-Cash.' You can type your selection or click into the field to display the options available in the dropdown list.
- Check #- If you wish to enter the numbers of the checks received by your donors- there is an option to display check numbers on the donor statements that they may reference.
- Distribute- This will give you a blue text link in place of a field. When you click the link it will open up a window where a donation can be split or distributed to multiple funds.
- Transaction Fee- If you have fees associated with donations received, particularly on credit card donations, you may track those here. Visit the section in this guide called [Tracking Credit Card Fees From Donations](#) to learn how this is setup.
- Comment- Type a note in the comment field if desired (this is necessary when entering non-cash donations.)

Fund

2023-Capital Campaign

Parking Lot

Click here to add a new fund.

- Click on the blue '+' button to add a new entry in the batch. For the first entry in a batch, the line will default to 'Cash Receipts Only #999999' as the donor. This can be changed by typing in a donor's name or donor number into the field. **Note:** If you prefer to view the entire list of households and donors, you can click into the Donor field and it will display a dropdown list that you can scroll through and select your donor from.
- Use the tab key or enter key on your keyboard to move to each field and fill in your information as needed. The tab or enter key will also take you to the '+' button on the next line so that you can add a new line without having to use your mouse.
- The 'given date' and 'fund' will copy from the previous line.
- Press the 'Close Batch' button if you are finished to return to the Funds & Donations screen.

**Note:** There is a checkbox at the bottom of the Batch Entry screen to 'Clear Comments'. This option is checked by default. If you uncheck this box, your comments will copy from one entry to the next.

## Importing Donations:

There are three options for importing Donations into IconCMO.

- Vanco Import- IconCMO integrates with Vanco to automate the importing of the donations received through your Vanco account. For more information about Vanco please visit <https://www.vancopayments.com/egiving/iconcmo>
- Worldline Import- IconCMO integrates with Worldline to automate the importing of the donations received through your Worldline account. For more information about Wordline please visit <https://partners.na.bambora.com/icon-systems/>
- File Import- You can import a donation batch from any platform! The instructions for our file import formatting can be found under the File Import menu option after you click the Import Button.

Import

Vanco Import

File Import

WorldLine Import

## Instructions

This screen will allow you to import contributions from a text file, either in a comma-delimited (CSV) or tab-delimited format. Some envelope companies provide data files in this format. (See below for further details about the file format.) Additionally, you may use this format to enter contributions into a spreadsheet, and then enter the result into IconCMO.

To import a file, choose the file in the file selection box in the upper right. Then, press "Import." The results of the import will be shown in the box directly below that.

If there are errors in the import process, they will be shown in the result box. There are several possibilities of results.

- **Success.** In this case, no errors were detected, and your batch will be included on the contribution entry screen, ready for further editing or posting.

[Browse...](#) No file selected.

Batch Name August 26 2022 File Import



## Tracking Credit Card Fees From Donations:

**Go To Organization → Preferences → Banking Preferences**

- Credit card fees can be entered during donation entry, but won't be recorded in accounting unless set up properly
- Check the box next to 'Track Credit Card Fees in Donations Enter Window'
- Select the appropriate expense account to record the fees.
- Click 'Save Defaults'.

### Account Name

Checking ▼

Default Checkbook to Use

Oth - Bank Interest ▼

Default account for recording interest from the bank

Oth - Bank Service Charges ▼

Default account for recording service charges from the bank

☒ Track Credit Card Fees in Donations Enter Window

Oth - Credit Card Charges ▼

Default account for Credit Card fees in Donations Entry window

Default Check Format

ICO-2113 ▼

Check Book Preferences

☒ Checks are pre-numbered

☐ Print check number on each check

[Save Defaults](#)


## Editing a Transaction:

Batches and entered donations can be sorted by any of the columns displayed on the screen. Click on the up or down arrows next to the column header to choose to sort by that column in ascending or descending order.

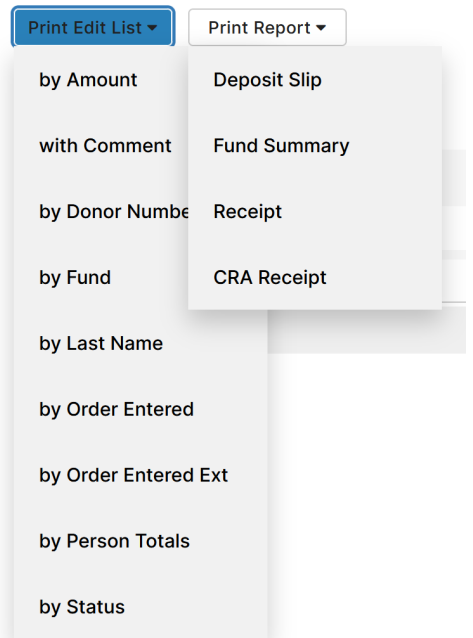
To edit a donation: locate it in the list and make the appropriate changes by overwriting the existing fields.

To delete a donation: locate it in the list and click the '-' button next to it.

All Giving Dates in a batch can be updated at once by using the 'Change All Dates' button at the top of the window.

All changes made to a batch such as donations being added, modified, or removed can be viewed in the log. Click on the  icon to view the log for a specific batch.

Additionally, a Print Edit List can be viewed in the batch entry screen with various sort options such as amount, comment, donor number, fund, last name, order entered, person totals, and status. Select reports can also be printed on this screen such as deposit slip, fund summary, receipt, and CRA receipt. Click on the Print Edit List or Print Report button and select the sort option or report you like, this will automatically print the report to PDF.



## Post to Accounting:

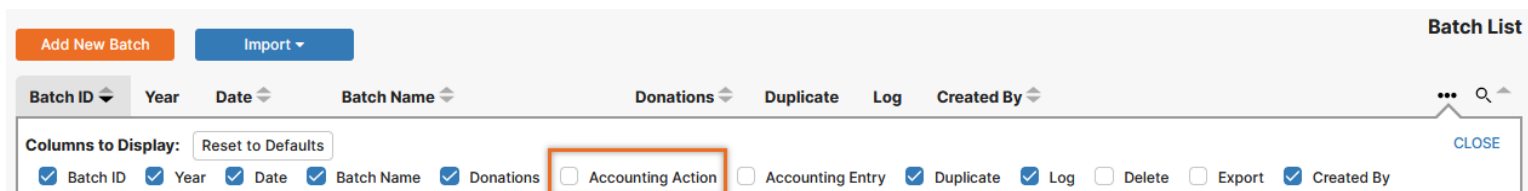
Donations entered into a batch are automatically reflected in any donation report as soon as you enter them! They will not reflect onto the accounting side of the system until you click 'Send to Accounting' or 'Update Accounting.'

### Go to Donations → Funds & Donations

- You can send a single batch to accounting or multiple from the list of batches. To send a single batch to accounting, locate the batch you want to send and click the Send to Accounting link in the Accounting Action column next to it.

Batch ID	Year	Date	Batch Name	Donations	Accounting Action
Search...					
223	2022	08/22/2022	VNC Aug22 2022 to Aug22 2022 (5)	1055.00	Send to Accounting →
222	2022	08/23/2022	testing	155.00	Send to Accounting →

- If there is no option in the Accounting Action column, then the donations have already been sent to the accounting module.
- If you do not see the Accounting Action column, click on the three dots on the right above the batches screen. Here you will be able to add the column to your view.



- If you choose to send multiple batches to accounting, they will be posted in the same general journal entry as one deposit. Click on 'Post Multiple Batches' below the list of batches in the scroll window.

482	414	2022	09/27/2022	September 27 20
481	413	2022	09/27/2022	September 27th 2
480	412	2022	09/23/2022	September 23rd 2
479	411	2022	09/23/2022	September 23rd 2
478	410	2022	09/21/2022	VNC Sep21 2022

☐ Show Deleted Batches    [Send Multiple Batches to Accounting](#)



### Post Batches to Accounting

<input type="checkbox"/>	Batch ID	Name	Amount	Dat	...	Q	^
	Search...						
<input checked="" type="checkbox"/>	236	VNC Aug20 2022 to Aug20 2022	\$995.00	08/26/2022			
<input checked="" type="checkbox"/>	235	VNC Aug19 2022 to Aug19 2022	\$925.00	08/26/2022			
<input checked="" type="checkbox"/>	234	VNC Aug18 2022 to Aug18 2022	\$1,115.00	08/26/2022			
<input type="checkbox"/>	233	VNC Aug17 2022 to Aug17 2022	\$1,200.00	08/26/2022			
<input type="checkbox"/>	232	VNC Aug16 2022 to Aug16 2022	\$1,060.00	08/26/2022			
<input type="checkbox"/>	231	VNC Aug15 2022 to Aug15 2022	\$1,160.00	08/26/2022			
<input type="checkbox"/>	230	VNC Aug14 2022 to Aug14 2022	\$1,135.00	08/26/2022			

Send Batches
Close

· This will bring up a new window. Select the batches you want to post by checking the boxes next to each batch. Press the button 'Send to Accounting' to post the batches to the accounting side of the system.

· A posting journal is immediately available for you to print next to each batch. Click on the printer icon or Batch ID and a PDF of your posting journal will populate.

### Correcting Errors in a Batch:

There will be times when you would like to make changes to a batch. Perhaps the wrong giving date had been used, the wrong amount, or the wrong fund.

#### Go to Donations → Funds & Donations

- Select the batch to change by clicking on the dollar amount in the donations column. The batch will appear just as it had while you were entering the donations initially. See the '[Editing Transaction](#)' section of this manual for more information.
- Make your changes as needed and close the batch. This automatically updates your donation statements and reports.
- If the church uses the accounting side of IconCMO you will see that the Accounting Action column will now display the option to 'Update Accounting Entry'. This is not required; if you do not wish to update the accounting with your changes, you do not have to.

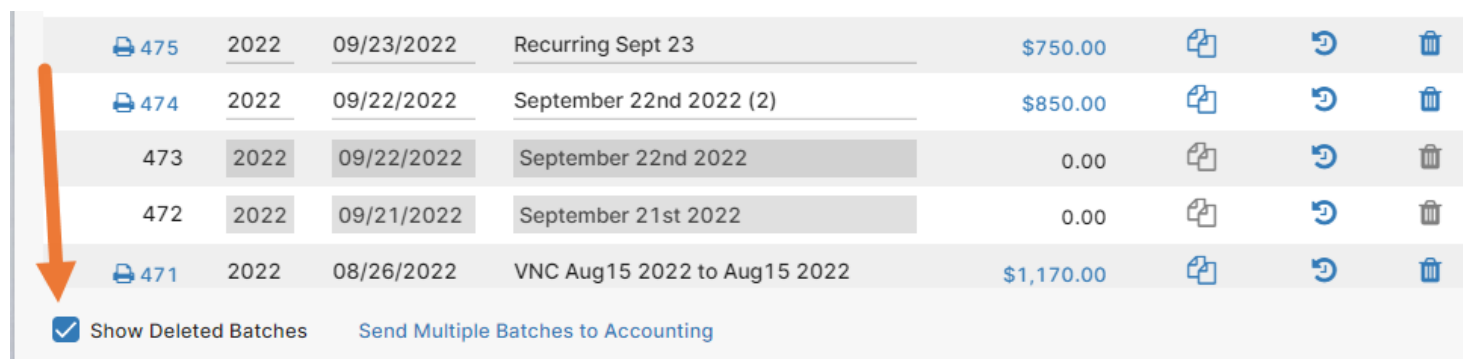
Add New Batch



















Import ▾

Batch ID ▾	Year	Date ▾	Batch Name ▾	Donations ▾	Accounting Action ▾
Search...					
214	2022	08/27/2022	August 27th 2022	685.00	<a href="#">Send to Accounting →</a>
213	2022	08/26/2022	August 26th 2022	1500.00	<a href="#">Send to Accounting →</a>
212	2022	08/25/2022	Special Giving	150.00	<a href="#">Update Accounting Entry</a>
211	2022	08/25/2022	August 25th 2022	200.00	<a href="#">Update Accounting Entry</a>
208	2022	12/28/2022	Dec 28	40860.00	



- Updating the Accounting Entry will automatically update the General Journal entry on the accounting side of the system.
- Clicking on the trash can icon will delete a batch completely. A pop up will appear asking you to confirm this action, since it cannot be undone. Batches that had entries in them will still remain in the system with the ability to view their audit log. They cannot be edited or restored.
- Deleted batches are hidden in your batch list by default but can be displayed by marking the box at the bottom of the Funds and Donations window to Show Deleted Batches. The batches will appear grayed out with the exception of the Log icon.



 475	2022	09/23/2022	Recurring Sept 23	\$750.00			
 474	2022	09/22/2022	September 22nd 2022 (2)	\$850.00			
473	2022	09/22/2022	September 22nd 2022	0.00			
472	2022	09/21/2022	September 21st 2022	0.00			
 471	2022	08/26/2022	VNC Aug15 2022 to Aug15 2022	\$1,170.00			
<input checked="" type="checkbox"/> Show Deleted Batches <a href="#">Send Multiple Batches to Accounting</a>							

## Preparing Donation Statements:

### Donations → Statements

When emailing, ensure the donors were set up with an email address under the **Donations → Donor Numbers** screen first.

5	<a href="#">Ages</a>	Shannen	Active	Do Not Email Statement
6	<a href="#">Agler</a>	Donavan & Diane	Prospect	Do Not Email Statement
7	<a href="#">Akers</a>	Draven	Friend	sales@iconcmo.com

Let's break the Donation Statements screen into three separate parts and explain each section noted by the A, B, and C below.

A. The left side of the screen allows the user to pick from the various statement styles, select a date range, and other options.

Statement Style **Standard** ▼

Fiscal Year **2022** Fund Type **Tax Deductible** ▼

Funds ☒ All Funds ☐ Select Funds

Name Begin **A** **Lookup**

Name End **Zzzz** **Lookup**

People Who Have **Given** ▼ Min **0.01**

Date From **01/01/2022** Max **9,999,999.99**

Date To **12/31/2022**

Sort by **Last Name** ▼

Cover Letter **None** ▼ **Add / Edit**

Footer Letter **IRS Disclosure** ▼ **Add / Edit**

Household Status **NonMember**  
Prospect  
Shutin  
**Everyone**

**\* All non-cash donations with a comment will be included**

Keep in mind this is the section that decides which statements to create while the other sections are options on the statements and how to print or email them. In other words if one of the criteria in the screen above is to create statements for only those 'People who have Given', then anyone that hasn't given would not show up for a statement. You would have to choose the criteria of 'People Who Have Not given' to see that group only. Another example is if you choose a date for the first three months of the year to create 1st quarter statements and someone hasn't given in that time frame, they would not show up for the selection of 'People Who Have Given'.

#### 1. Statement Style:

- o Standard Statement – This will be the statement you use most frequently. It lists each donation and the date of the donation. This statement does qualify for IRS purposes because it shows all of the required details.
- o Summary Statement – This statement shows the total amount given to each fund for the date range specified. It does not show any detailed giving. This report is most often used for quarter 1, 2 and 3 because the reports are informational only and usually take a single page unless there is a long letter or the person contributed to a large number of funds. This statement does NOT qualify for end of year tax donation reports to the Internal Revenue Service.
- o Simple Statement – This statement was designed to be read easily. The simple statement uses more paper than the standard statement. This statement does qualify for IRS purposes because it shows all of the required details.
- o Receipt – This statement has fund totals and no giving detail. This statement does not qualify for IRS purposes.
- o CRA Receipt Statement – This statement was designed to meet the Canada Revenue Agency requirements.

2. Ensure you are in the right fiscal year to run statements for. To change your fiscal year you can see the '[Personal Settings](#)' section of this manual.
3. *Fund types* – default to tax deductible, however other options are available.
  - o Tax deductible is the most common for churches. This simply means that donations to the fund can be taken as a tax deduction for the donor.
  - o A taxable selection will still produce a statement (separate from your tax deductible statement,) however these funds were set up as taxable and therefore are not eligible for a tax deduction.
  - o The IRA donation fund type is for individuals that may have IRA's and are trying to limit their tax bill, and at the same time take their minimum required IRA distribution. The church would have to contact a CPA to ensure they do these statements correctly and if they are a tax deduction for the individual as there are different rules depending on the situation.
4. The name range allows you to choose a specific range of individuals alphabetically or select just one person. We recommend using the 'Lookup' button to select the names and not just type the names in.
5. The 'People who Have' dropdown list allows you to run statements using various different criteria like 'People Who Have Given', 'Not Given', 'donor numbers', 'Pledged and Not given', or 'Pledged'. Each of these would produce different results for the statements and the church may want to address each group with a different letter. For example the 'People that Have Given' should get a thank you letter, whereas the 'People that Have not Given' may be asked to consider donating to the church for the first time this year.
6. There's also a minimum amount to consider if the church wants to limit statements, to print only if the total amount is over a certain dollar range. To ensure you receive as many donations each year, we recommend the church send statements to people even under the \$250.00 threshold.
7. The 'date from' and 'date to' allows you to print statements by entering custom date ranges. For example if you want first quarter statements you would enter 01/01/2022 to 03/31/2022. For the third quarter it would be 07/01/2022 to 09/30/2022.
8. Cover Letter and Footer Letter – You can create cover letters to add to your donation statements. If you email statements as attachments, the cover letters will become the body text of the emails. If you print statements, the cover letters will be printed on one or more pages before each statement. Cover letters have a merge field for 'Salutation', meaning when inputting the merge field, each cover letter can include the appropriate name for the recipient of the letter. Next to the cover letter field on the Cont-Statements screen, click the 'Add/Edit' button.

### Donation Letters

Select a Letter to Use

None ▼

Add New Letter

Letter Name

Modified By

Last Changed

New Letter Name Here

Personalize Letter

Insert Merge Field(s) ▼

Select an existing name from the drop down list or create a new letter

Save

Close

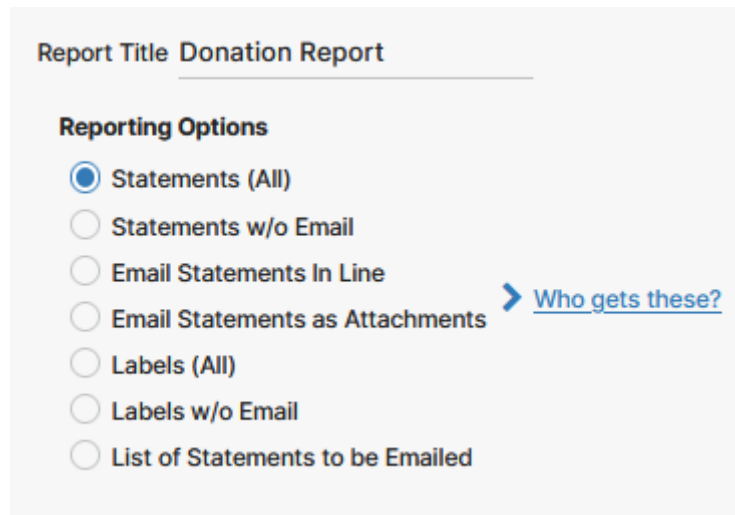
To change a letter, select the letter from the drop down list, make the changes and press the 'Save' button. To select a letter to include with a statement, select it from the drop down list. You should see the name of the letter in the grayed out field on this window. Press the 'Close' button, and your letter name will appear in the dropdown list of the Cont-Statements screen.

Footer Letters appear at the bottom of the statements. This is where the church would include the various different IRS disclosures that are required. You can add additional footer letters that you would like to use. Make sure that if these are end of year statements which are intended for donor tax deductions, that the footer letter contains an IRS required statement about not providing goods or services in return for the donations. You would add and edit footer letters in the same way you add and edit cover letters.

<input checked="" type="checkbox"/> Yes	Print Pledge Amount	<input checked="" type="checkbox"/> Yes	#10 Window Env
<input checked="" type="checkbox"/> Yes	Include Bulk Mail Comment	<input type="checkbox"/> No	Show Check #s
<input checked="" type="checkbox"/> Yes	Print Receipt Information?	<input checked="" type="checkbox"/> Yes	Show Total All Periods
<input checked="" type="checkbox"/> Yes	Include Logo	<input checked="" type="checkbox"/> Yes	Display Difference
<input type="checkbox"/> No	Include Begin/End Date of Multi-year Funds	<input type="checkbox"/> No	Include Comments

B. On the same screen there are donation statement options as seen above. Each statement style will have a different set of options for the user to choose, and each option changes the data seen on the statements. Some of the options include printing the pledge amount, including bulk mail comments, printing receipt information, including the church logo, showing check numbers, etc. Each option is turned on by clicking the button to 'Yes' or turned off by clicking 'No'.

'Include Logo' will be grayed out until you have a logo uploaded. (This can be done under Organization -> Setup -> Information.)



The screenshot shows a web interface for setting up a 'Donation Report'. At the top, there is a label 'Report Title' followed by the text 'Donation Report' which is underlined. Below this, the section is titled 'Reporting Options'. It contains a list of seven radio button options: 'Statements (All)' (which is selected), 'Statements w/o Email', 'Email Statements In Line', 'Email Statements as Attachments', 'Labels (All)', 'Labels w/o Email', and 'List of Statements to be Emailed'. To the right of the 'Email Statements as Attachments' option, there is a blue right-pointing arrow followed by the text '<a href="#">Who gets these?</a>'. The entire form is set against a light gray background.

C. The reporting options seen above give the church the ability to either print the statements, email the statements or print labels. If you choose to email statements, ensure the email options are set up for your donors on the following screen – Donations → Donor Numbers. Put a dot next to the reporting option you want, by clicking the circle. After you choose the option you want, then click the button at the very bottom that says 'Show Report' if you are printing the statements or 'Send Email Now' if you chose to email statements. You can only execute one option at a time. If you wanted to print statements and also the labels for your donors you would first choose the 'Statements (All)' option and click the show report button, then choose the option 'Labels (All)' and click the show report button. Now the labels and statements should match for the user to easily put these into the donor envelopes and affix the label in order.

You are all set!