

# IconCMO Integration Guide



<p><b>Importing From:</b></p> <ul style="list-style-type: none"> <li>● <i>e.service</i>® Electronic Funds Transfer</li> <li>● <i>e.service</i>® Merchant Services</li> <li>● <i>e.service</i>® Deposit RC®</li> </ul>	<p><b>Importing To:</b></p> <ul style="list-style-type: none"> <li>● IconCMO – Church Management Online</li> </ul>
---	--

## Before You Get Started

### **Current Vanco Clients:**

Please complete and fax the form titled “**IconCMO Web Services User Request**”—located at the end of this document—to authorize Vanco Services to set up the Web Services integration with IconCMO.

#### **Vanco Services, LLC**

Implementation: 800-675-7430 or CS@VancoServices.com

### **Potential Clients:**

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

#### **Vanco Services, LLC**

Sales: 800-774-9355 or sales@VancoServices.com

#### **Icon Systems, Inc.**

Customer Support: 218-236-1899

## A. Setting up Contribution Funds listed in Vanco and IconCMO

IconCMO manages funds by fiscal year and each fund has a unique ID. You'll need to match those IDs with funds setup in Vanco using **Vanco's Online Service Center**. You can get the ID numbers by printing the 'List of All Funds – No Dollar Amount' report listed under Contributions→Management→Cont-Reports window.

Please contact Vanco Services' Client Services department at 800-675-7430 for assistance with the online Service Center.

## B. Importing EFT Contributions & Check Scanning Batches

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

The screenshot displays the 'Vanco Import' interface. On the left, there is a section for 'Donor # Year' with a dropdown menu set to '2019'. Below this, it states: 'Your Vanco donations are scheduled to be imported every week. Edit'. Further down, it says: 'Your next batch will be automatically imported on 05/08/2019 using the date range 04/28/2019 to 05/04/2019.' At the bottom of this section is an 'Import Manually' button. On the right, there is a section titled 'Imported Batches from Vanco' which currently shows 'End Of List'. Below this is a 'Selected Batch Name' field, followed by buttons for 'Review Batch', 'Delete Batch', 'Submit Batch to Contribution Entry', and 'Review Errors'.

Your account's default will be to auto-import your Vanco batches weekly, but you have the ability to change the importing to be scheduled daily, weekly, monthly, or never—meaning that you will always manually import the batches. 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. The batch name is created automatically to reflect the date range you selected.
2. Click Import from Vanco button. Transactions that were posted during the date range will be imported to CMO.

The screenshot shows the Vanco Import interface. On the left, there are input fields for Donor # Year (2019), Created Date (04/19/2019), Created By (Testin), Batch Name (VNC Apr19 2019 to Apr19 2019), From Date (04/19/2019), and To Date (04/19/2019). Below these fields is an 'Import From Vanco' button. A message at the bottom left states: 'Must set up your Vanco account before using this window. If you haven't please contact Icon Systems at 1.218.236.1899 or email support@iconcmo.com'. On the right, under 'Imported Batches from Vanco', there is a table with two rows: 'VNC Apr19 2019 to Apr19 2019a' with a value of 3460.00, and 'VNC Apr19 2019 to Apr19 2019b' with a value of 0.00. Below the table is 'End Of List'. At the bottom right, there is a 'Selected Batch Name' field and buttons for 'Review Batch', 'Delete Batch', 'Submit Batch to Contribution Entry', and 'Review Errors'.

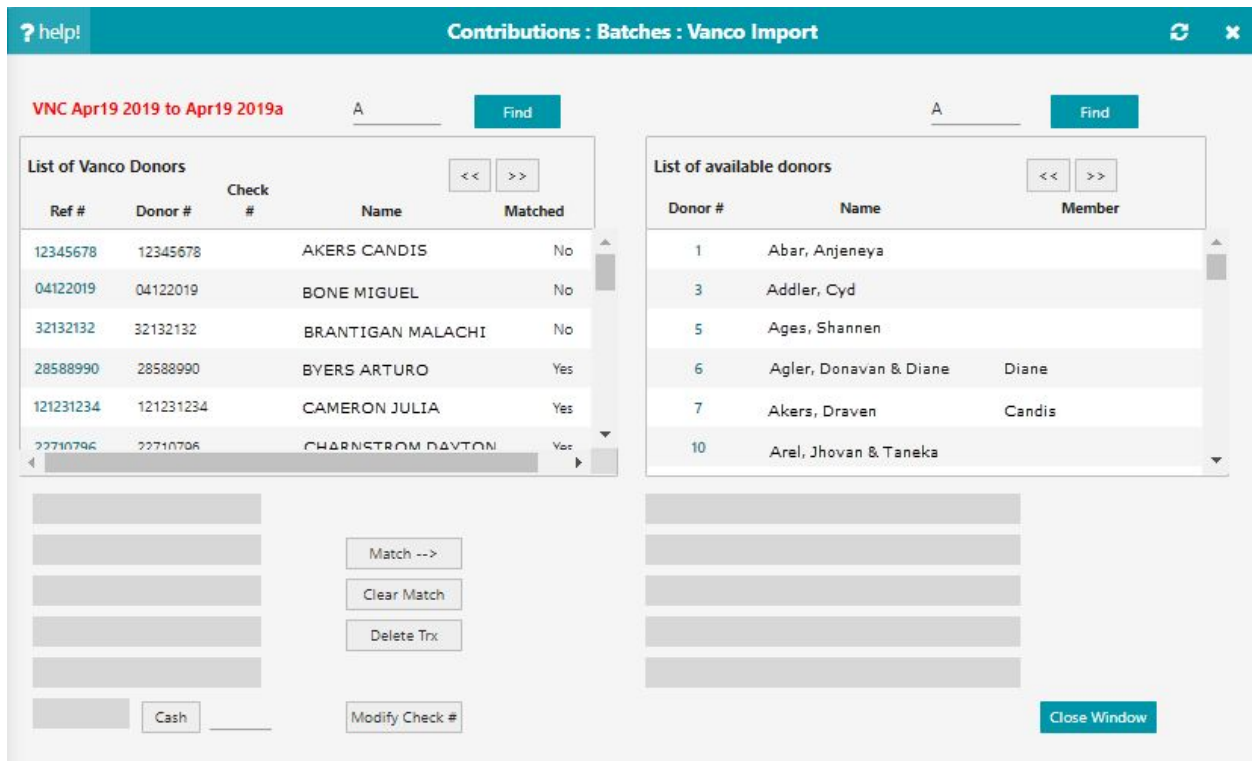
**C. Reviewing and Matching Imported Contributions**

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 Batch Name to select the batch.
2. Press the Review Batch button.

The matching 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 money to a particular person.

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



1. If “No” appears under the Matched column in the left hand box, click on the ‘Ref #’ in the far left column and that member’s information (name, address, etc.) will appear below. Then find the corresponding IconCMO member record in 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 scrolling window, make sure the household/member record exists in IconCMO then assign a donor number under Contributions→Donor Numbers→Assign numbers

IconCMO will remember your matching and match the same person to the same recurring transactions the next time to help save you time.

**D. Submitting Batch to Contribution Entry**

Once all transactions are matched correctly the batch can be processed and sent to the main Contribution Entry window under the Contributions→Batches→Enter option. Batches that are sent to the main Contribution Entry section are deleted from here to ensure multiple postings do not occur.

On the Vanco Import screen click on the Submit Batch to Contribution Entry button. A pop-up window will appear asking you to 'click OK to create a Contribution Batch'. Once you click 'OK' another pop up will appear alerting you of any errors if there were any, or it will bring you to the below screen.

Date	Year	Batch Name	Batch \$	Created By	In Use By
04/22/2019	2019	VNC Apr22 2019 to Apr22 2019b	10.00	Testin	
End Of List					

Select a batch from the scroll window or add a new batch

Batch Date:  Donor # Year:

Name:

Created By:



**IconCMO Web Services User Request**

**(PLEASE PRINT LEGIBLY)**

**FAX TO: 952-983-8665**

**Vanco Client ID(s)** \_\_\_\_\_

**Organization Name** \_\_\_\_\_

**Primary Contact Name** \_\_\_\_\_

**Primary Contact Phone #** \_\_\_\_\_

**Primary Contact Email Address** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_

***Must be signed by the Primary Contact \****

FAX TO:  
952-983-8665

Questions:  
800-675-7430

*\*Primary Contact is the authorized signer for "Vanco Contact and User Changes" for the organization.*