Icon Systems
Church Management Software

Year End Process for Contributions & Attendance

Year End Instructions for IconCMO

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Remember to set your fiscal year 2022 to when entering contributions for Fiscal 2022!

Contributions

We have an automatic, end-of-year feature for contributions.

With this feature turned on, your donor numbers and funds will automatically copy from the current year to the next year. This usually happens in December and you will receive an email from Icon Systems beforehand letting you know when it will occur.

Note 1

There are a few things **YOU** still **NEED** to do.

1. You will need to change the fiscal year you're working in. When you're ready to start recording donations for 2022, be sure to change your 'Fiscal Year to Work With' under Organization -> Preferences -> Personal and click 'Save' at the bottom.
2. You will need to move multi-year funds to the new year. If you have multi-year funds, go to Contributions: Management: Funds & Pledges: Year End Processing and roll the multi-year funds to 2022. (See our contribution year end section below and video for more on how to do this.)
3. Churches utilizing **EFT contribution batches** must create new batches for 2022 since the funds to be posted are new.

Note 2

If you already have funds or donor numbers saved in 2022, **don't worry**, IconCMO will not copy your 2021 donor numbers and funds to 2022. **What you already have set up in 2022 will be left alone**.

Turning off This Feature

It's simple to turn off the auto rollover feature.

1. Go to Organization: Preferences: Church Membership.
2. Switch 'Auto Rollover Contribution Info to Next Year' from 'Yes' to 'No'.
3. Click 'Save Defaults' at the bottom.
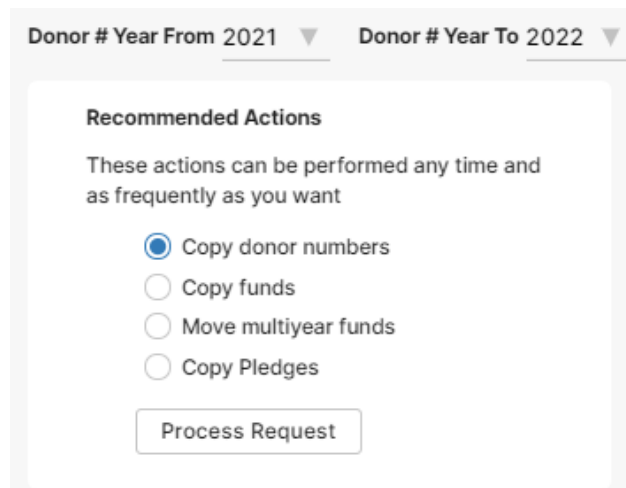
System Default Values

Denomination	Lutheran (ELCA) ▼
Ethnic Origin	White ▼
Primary Language	English ▼
Secondary Language	English ▼
Address Label Format	▼
User Defined #1	VBS Leader #2 Volunteer
Default City	Moorhead
Default State	MN Zip 56560
Default Area Code	Gender Male ▼
Default Relationship	Friend ▼
Default Include In Directory	☑
Link to Fund Accounting	◯ No ⦿ Yes
Auto Rollover Contribution Info to Next Year	◯ No ⦿ Yes ⬅
Display Address on Contribution Entry Form	◯ No ⦿ Yes
Starting Donation Receipt #	1

Save Defaults

If you turn off the Rollover feature, it is your responsibility to make sure you perform the necessary year end processes to prepare to record contributions in the coming year. See our manual contribution year end section and video on year-end processes to learn how to prep the coming year. If you pledge on the calendar year or do not enter pledges at all, then you most likely will want to complete some year end processing before you begin in 2022. Please follow the instructions below for year end processing.

Manual Contributions Year End

1. Go to **Contributions: Management: Funds & Pledges, click on 'Year End Processing' at the bottom of the window**. Ensure that your fiscal years are correct in the drop down list. Drop-down boxes should have 2021 in the 'Donor # Year From' and 2022 in the 'Donor # Year To'.
2. **Copy donor numbers**

Donor # Year From 2021 ▼   Donor # Year To 2022 ▼

Recommended Actions

These actions can be performed any time and as frequently as you want

- ⦿ Copy donor numbers
- ◯ Copy funds
- ◯ Move multiyear funds
- ◯ Copy Pledges

Process Request

If you want to re-assign donor numbers numerically for the new fiscal year, then step 2 is **NOT REQUIRED** (See the instructions on re-assigning donor numbers later in this section). The 'Copy donor numbers' option allows you to copy the existing donor number assignments to next year.

 i. 'Copy donor numbers' should be selected by default. If not, move the dot to the 'Copy donor numbers' option.

 ii. Press the 'Process Request' button.

 iii. Click 'OK' on the pop-up message that reads "Are you sure you want to create donor assignments for 2022 as they were in 2021?"

 iv. Click the 'OK' button.

**Optional**: You will be able to edit donor numbers numerically after you copy them.

    i.   Go to **Contributions: Donor Numbers: Assign Numbers**. Make sure your fiscal year is set to '2022'.
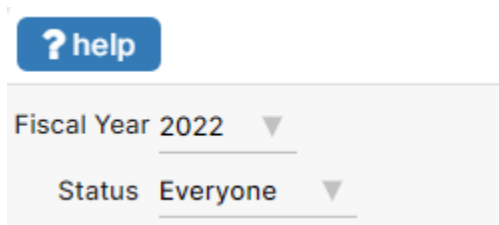
    ii.   This will bring up the list of assigned names and donor numbers to work with. You can add, edit, or remove donor numbers from this window.
          a. **Add** - Locate the household or individual you want to add a donor number and type the number into the box next to their name. The entry is saved automatically when you press the tab key.
          b. **Remove** - Clear the donor # and press the tab key.
          c. **Edit** - Put the cursor in the edit box to make your change and press the tab key to save.

NOTE: *The same donor number cannot be assigned to more than one household (individual).*

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*If you want to **re-assign donor numbers** numerically follow steps iv – vii.*
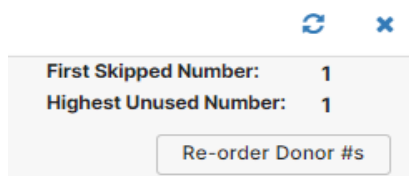
    i.   Press the 'Re-order Donor #s' button.
    ii.   Enter the 'Starting #' Ex. 1 or 100.
    iii.   Press the 'Assign #s' button to quickly auto assign donor numbers in numerical order according to the household last name.
    iv.   Press the 'Refresh' button to verify your changes.

3. Copy Funds:
The 'Copy funds' option will take the funds used this year and create copies of them with the same name but with a new year and a zero balance. This option does not transfer pledge information.

    i.   Put the dot in the 'Copy funds' option.
    ii.   Press the 'Process Request' button.
    iii.   Click 'OK' on the pop-up message that reads "Are you sure you want to replicate funds for 2022 as they were in 2021"?
    iv.   Click the 'OK' button.

> *4.* **Move Multi-year Funds (optional):**
> **NOTE: This step cannot be done until all statements have been run and the new fiscal year begins.**
>   1. Put the dot in the 'Move multi-year funds' option.
>   2. Press the 'Process Request' button.
>   3. Click 'OK' on the pop-up message that reads "Are you sure you want to move multi-year funds from 2021 to 2022?"
>   4. Click the 'OK' button.

5. Copy Pledges:
 The 'Copy Pledges' option will copy pledges from the fiscal year and fund specified in the 'From Donor # Year' drop downs and create copies of them in the fiscal year and fund specified in the 'To Donor # Year' drop downs.
  i. Put the dot in the 'Copy Pledges' option and click 'Process Request.' The 'Copy Pledges' window then appears.
  ii. Set the 'From Donor # Year' drop downs to the year and the fund drop downs you wish to copy pledges from and the 'To Donor # Year' drop downs to the year and the fund drop downs you wish to copy pledges to. Then press the 'Process Request' button.
  iii. A confirmation message box will pop up. If everything looks correct, you can click 'OK'. Otherwise, click 'Cancel' and correct the information before continuing.
  iv. Once the pledges have been copied, you will be returned to the Contribution Year End window.

6. Update Vanco Fund IDs (**NOTE:** This is only necessary when processing electronic contributions through Vanco Services. Do not perform this step until you are ready to post the first batches of the new year.)
  i. Go to **Contributions: Funds & Pledges,click on 'Reports' at the bottom of the window**.
  ii. Click List of All Funds in the reports tab under the Fund Reports subheading.
  iii. Make sure the fiscal year on the right is set to 2022, and click 'Show Report'.
  iv. Vanco needs the list of IDs on the left-hand column of this report for the new year. Use the 'Admin' tab in Vanco's online Service Center or Contact them directly to transfer this information at 800-675-7430.
  v. Here's a short video on Changing Fund IDs in Vanco's online Service Center.

7. Change Fiscal Year:
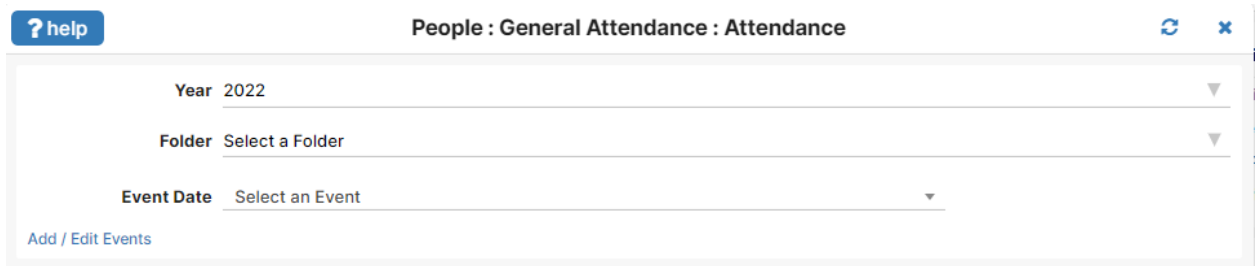 You will need to change the fiscal year to 2022 just prior to entering contributions for 2022.
 NOTE: Each user must perform this step using their own login credentials.
  i. Go to **Organization: Preferences: Personal**.
  ii. Select '2022' from the 'Fiscal year to work with' drop-down.
  iii. Press the 'Save' button.

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Attendance

Each year the attendance Folders and events must be added into the system for the New Year.

i.   Go to People -> Attendance.
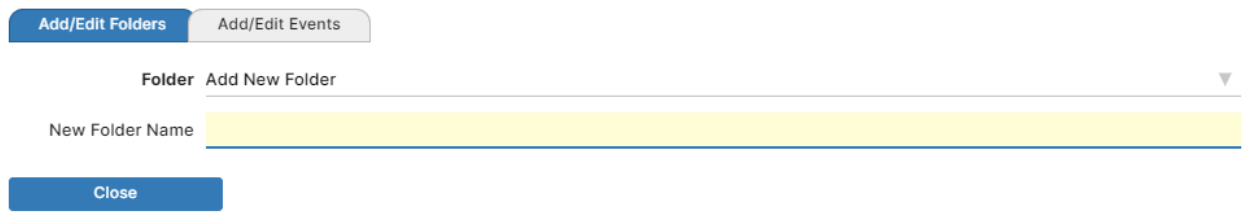
Choose the correct fiscal year from the drop down box at the top. Here you will see the Folder and Event date drop-downs. Below these fields, there is a link to Add/Edit Events; you can also Add/Edit folders in the same screen.

ii.   First add a folder by clicking on 'Add/Edit Events'.
   ● This brings up a screen where you will need to choose the correct tab at the top, Add/Edit Folders in this case.
   ● The first field labeled 'Folder' is where you can select an existing folder that you wish to modify or select 'Add New Folder'.
   ● When you enter the name of your new folder, or select an existing folder to modify, more fields become visible.
   ● You can choose the year in which the new folder or existing folder belongs to, and you can choose to track times with the checkbox. If you choose to track times, you will want to fill in the time slot fields.
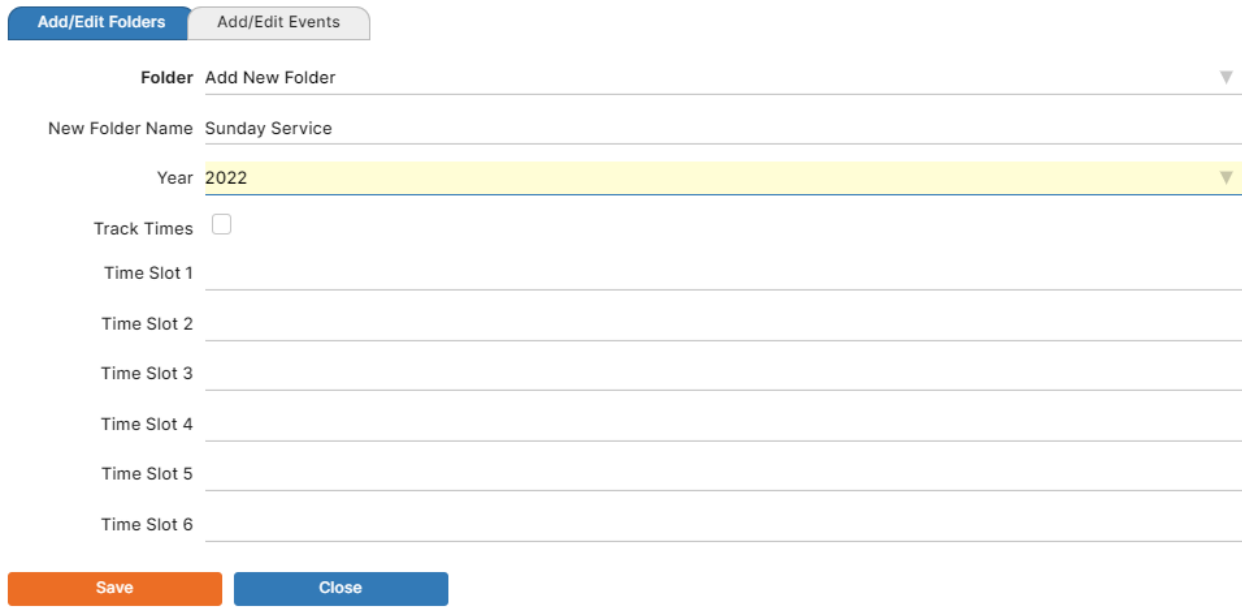   ● Fill in the applicable fields and click the "Save" button.

- One you click "Save" in the folder screen, you can either add or modify more folders, choose the Add/Edit Events tab or close the window to return to the main attendance screen.

iii.   To add or edit an event, click on the Add/Edit Events tab.
- You will have to select an existing folder to add an event to.

- Once a folder is selected, more fields will be visible to input an event name, date and the frequency of the event.

- If you choose to have a repeating event, choosing a frequency will prompt a field for an end date to become visible.

iv.   Once you've completed the event, Click the "Save" button.

You're all set!