

IconCMO Integration Guide



Importing From:

- *e.service*® Electronic Funds Transfer
- *e.service*® Merchant Services
- *e.service*® Deposit RC®

Importing To:

- IconCMO – Church Management Online

Before You Get Started

Current Vanco Clients:

Please complete and fax the form titled “**Icon CMO 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 – Name Only' 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 payment history from Vanco Services, which will update contributor accounts on IconCMO, start by clicking on the Vanco Import option under Batches in the Contributions.

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.

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.

{Move Me} Contributions : Batches : Vanco Import

Vanco Import

Envelope Year Created Date

Created By

Batch Name

From Date

To Date

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

Imported Batches from Vanco	
VNC Aug03 2009 to Aug09 2009	5968.00
End Of List	

Selected Batch Name

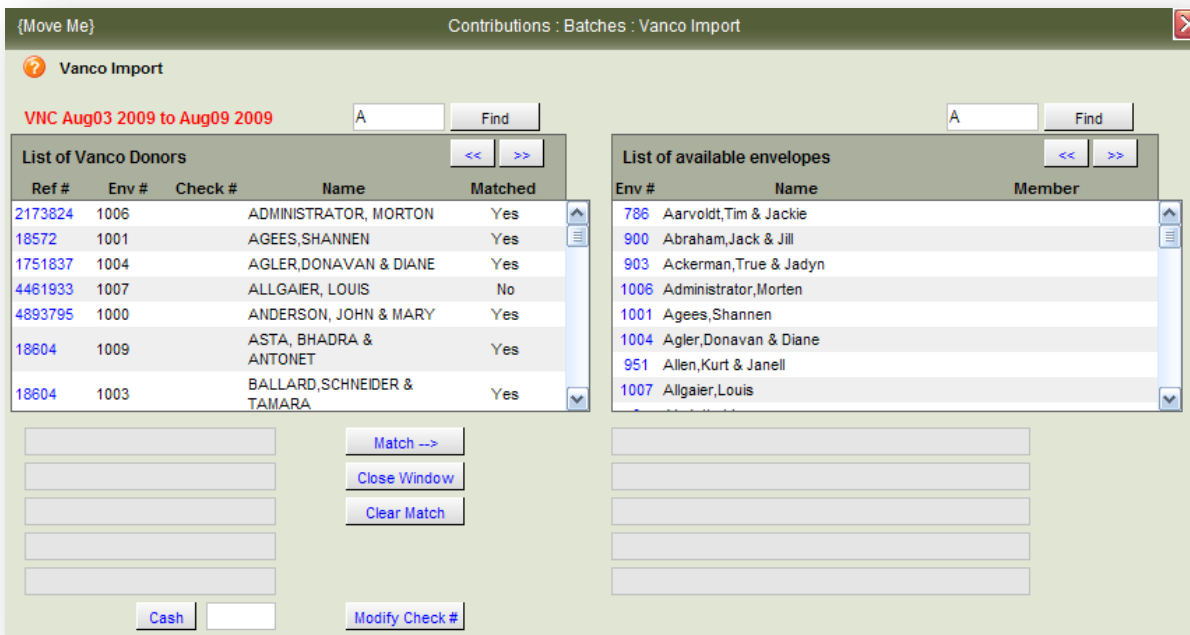
C. Reviewing and Matching Imported Contributions

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 contribution envelopes on the right. Select a Transaction on the left and an Envelope 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



3. If "No" appears under the Matched column in the left hand box,
 - a. Click on the 'Ref #' in the far left column and that member's information (name, address, etc.) will appear below.
 - b. Then find the corresponding IconCMO member record in the box on the right and click on the Env # to populate the information below.
 - c. If the match is correct, click on the Match → button.
4. After matching all records, click the Close Window button to return to the Vanco Import screen.

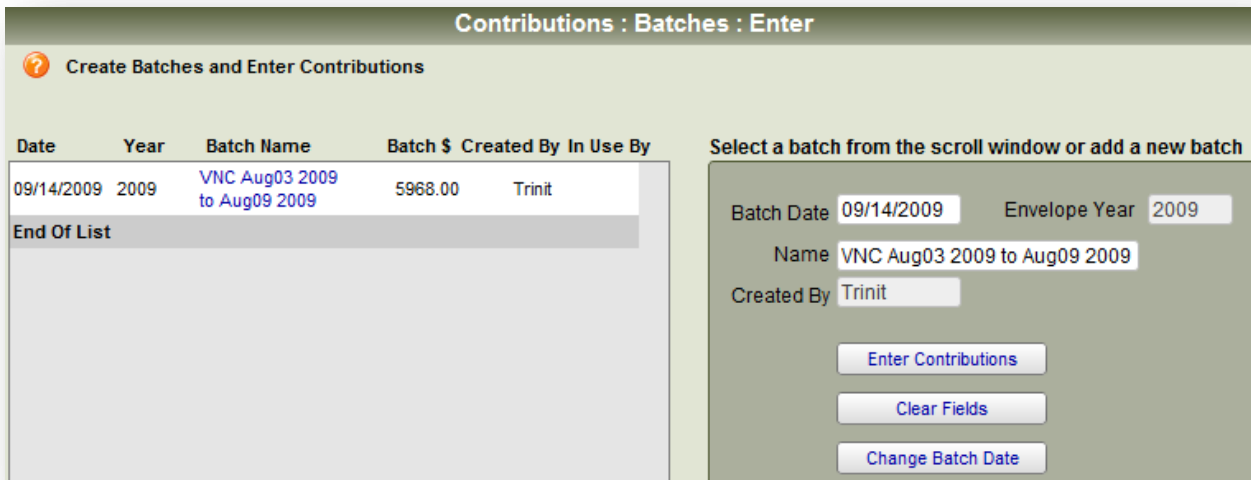
If you don't see the Env # in the scrolling window, make sure the household/member record exists in IconCMO then add envelope number under Contributions→Envelopes→Env-Maintenance.

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.

1. On the Vanco Import screen click on the Submit Batch to Contribution Entry button. A pop-up window will appear alerting you of any errors or informing you that your batch was successfully submitted.





IconCMO Web Services User Request

(PLEASE PRINT LEGIBLY)
FAX TO: 952-983-8665

FAX TO:
952-983-8665

Questions:
800-675-7430

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 **

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