

Vanco Integration Setup Guide

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Icon Systems

Simple to Use. Power to Grow.

Importing From: <ul style="list-style-type: none">• Vanco eCheck• Vanco Credit/Debit Card Processing	Importing To: <ul style="list-style-type: none">• IconCMO – Church Management Online
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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 the 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 expedite the entry of donations for the end user and minimize the likelihood of errors and discrepancies.

Combine ACH and CC Donations

If this box is not checked, ACH and CC donations will be processed in two separate batches to facilitate easier bank reconciliation. 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 be processed 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 setting for your account will be to automatically import your Vanco batches on a daily basis. 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 on 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 04/27/2025 to 05/03/2025 will be imported using two batches on 05/07/2025.

Import Date	Batch Date	From Date	To Date
05/07/2025	04/30/2025	04/27/2025	04/30/2025
05/07/2025	05/03/2025	05/01/2025	05/03/2025

- Donations recorded in Vanco from 05/04/2025 to 05/10/2025 will be imported using a single batch on 05/14/2025.

Import Date	Batch Date	From Date	To Date
05/14/2025	05/10/2025	05/04/2025	05/10/2025

Monthly Import

- Donations recorded in Vanco for the entire month of 05/01/2025 - 05/31/2025 will be imported on 06/04/2025.

Import Date	Batch Date	From Date	To Date
06/04/2025	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. Check the box to 'Group the Donations by Day'- meaning separate batches for each date within the date range, or uncheck it- meaning all donations within the date range provided will be in a single batch.

3. Click the 'Import from Vanco' button. Transactions posted during the specified date range will be imported into IconCMO.

Donations : Vanco Import

Donation Year 2025

Created By IconSys

Created Date 07/23/2025

Batch Name VNC Jul20 2025 to Jul23 2025

From Date 07/20/2025

To Date 07/23/2025

☐ Group Donations By Day

Import From Vanco

Cancel

☒ Combine ACH and CC Donations

Imported Batches from Vanco

<input type="checkbox"/>	Imported Year	Batch Name	Total	Status	Error
<input type="checkbox"/>		VNC Jul23 2025 to Jul23 2025b	0.00	No Donations	
<input type="checkbox"/>		VNC Jul23 2025 to Jul23 2025a	0.00	No Donations	
<input type="checkbox"/>	2025	VNC Jul22 2025 to Jul22 2025b	10.00	Matched	
<input type="checkbox"/>	2025	VNC Jul22 2025 to Jul22 2025a	242.62	Matched	
<input type="checkbox"/>		VNC Jul18 2025 to Jul18 2025b	0.00	No Donations	
<input type="checkbox"/>		VNC Jul17 2025 to Jul17 2025b	0.00	No Donations	
<input type="checkbox"/>		VNC Jul16 2025 to Jul16 2025b	0.00	No Donations	
<input type="checkbox"/>	2025	VNC Jul15 2025 to Jul15 2025b	10.00	Matched	
<input type="checkbox"/>	2025	VNC Jul15 2025 to Jul15 2025a	1106.45	Matched	
<input type="checkbox"/>		VNC Jul14 2025 to Jul14 2025b	0.00	No Donations	
<input type="checkbox"/>	2025	VNC Jul14 2025 to Jul14 2025a	117.90	Matched	
<input type="checkbox"/>		VNC Jul13 2025 to Jul13 2025b	0.00	No Donations	
<input type="checkbox"/>		VNC Jul13 2025 to Jul13 2025a	0.00	No Donations	

☐ Hide batches without donations

Delete Batches

Submit Batches to Donation Entry

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 an Icon donor.

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

Donations : Vanco Import

Imported Batches from Vanco

<input type="checkbox"/>	Donation Year	Batch Name	Total	Status	Error
<input type="checkbox"/>	2025	VNC Jul23 2025 to Jul23 2025	1100.00	Review 4 Unmatched	
<input type="checkbox"/>		VNC Jul02 2025 to Jul23 2025	0.00	No Donations	
<input type="checkbox"/>		VNC Jul02 2025 to Jul23 2025	0.00	No Donations	
<input type="checkbox"/>	2025	VNC Jul02 2025 to Jul23 2025	1280.00	Matched	
<input type="checkbox"/>	2025	VNC Jul01 2025 to Jul23 2025	830.00	Review 1 Unmatched	
<input type="checkbox"/>	2025	VNC Apr24 2025 to Apr24 2025	980.00	Matched	
<input type="checkbox"/>	2025	VNC Apr22 2025 to Apr22 2025	1125.00	Matched	
<input type="checkbox"/>	2025	VNC Apr21 2025 to Apr21 2025	880.00	Matched	
<input type="checkbox"/>	2025	VNC Apr20 2025 to Apr20 2025	1160.00	Matched	

☐ Hide batches without donations

Delete Batches

Submit Batches to Donation Entry

When you click on the status for a batch, the review window displays a list of transactions imported from Vanco. The column 'Icon Donor Match' shows the Icon donor record that each Vanco record is matched to. This field will be blank for any unmatched donors.

Donations : Vanco Import ? help

<< Back To Vanco Import
VNC Jul23 2025 to Jul23 2025
Donation List

Matched	VNC Ref #	Check #	Amount	Donor #	VNC Name	Icon Donor Match	Delete
Search...							
No	933	1137	\$25.00	45	Agda Buen	Select donor...	
No	705	1144	\$90.00	205	Alionne & Angellia Leininger	Select donor...	
Unmatch	897	3628	\$35.00	48	Dennye Butenshon	Butenshon, Dennye #48	
Unmatch	648	9835	\$30.00	379	Duaine & Bernetta Streb	Streb, Duaine & Bernetta #379	
Unmatch	927	8443	\$65.00	76	Emmylou Dampier	Dampier, Emmylou #76	
Unmatch	632	3999	\$95.00	19	Kapil Barder	Barder, Kapil #19	
No	1029	2078	\$70.00	320	Laurena Rollag	Select donor...	
No	744	7897	\$30.00	0	Louis Allgaier	Select donor...	
Unmatch	678	2819	\$25.00	386	Mehans & Petrice Taitt	Taitt, Mehans & Petrice #386	
Unmatch	746	4384	\$80.00	248	Nevin & Autumn Moffit	Moffit, Nevin & Autumn #248	
Unmatch	835	3822	\$45.00	139	Patrick & Mikah Haddad	Haddad, Patrick & Mikah #139	

Any donors that are not matched will have a 'No' in the Matched column on the far left.

In the 'Icon Donor Match' column, use the drop-down menu to locate the record in Icon that matches the Vanco donor information. If multiple donations from the same donor exist in the batch, once the donor is matched, all donations for that donor will automatically be matched.

Click 'Unmatch' in the Matched column to unmatch a donor. This will remove their name from the Icon Donor Match column, and will change 'Unmatch' to 'No'.

If the donor does not yet exist in Icon, they can be added as a household in this window. Type their name in the field under 'Icon Donor Match' and select the option 'Click here to add a new donor'.

Icon Donor Match

Select donor...

Select donor...

Sierra Voint

Click here to add a new donor.

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 Batches to Donation Entry

Once all donors are matched, the batch can be processed and sent to the Donation Batch List under Donations→ Funds & Donations.

Donations : Vanco Import [? help](#)

Donation Year 2025 ▼

Your Vanco donations are scheduled to be imported **every day**. [Edit](#)

Your next batch will be automatically imported on **07/24/2025** using the date range 07/20/2025 to 07/20/2025.

☐ Combine ACH and CC Donations

<input type="checkbox"/>	Donation Year	Batch Name	Total	Status	Error
<input checked="" type="checkbox"/>	2025	VNC Jul23 2025 to Jul23 2025	1100.00	Matched	
<input checked="" type="checkbox"/>	2025	VNC Jul02 2025 to Jul23 2025	1280.00	Matched	
<input checked="" type="checkbox"/>	2025	VNC Jul01 2025 to Jul23 2025	830.00	Matched	
<input type="checkbox"/>	2025	VNC Apr24 2025 to Apr24 2025	980.00	Matched	
<input type="checkbox"/>	2025	VNC Apr22 2025 to Apr22 2025	1125.00	Matched	
<input type="checkbox"/>	2025	VNC Apr21 2025 to Apr21 2025	880.00	Matched	
<input type="checkbox"/>	2025	VNC Apr20 2025 to Apr20 2025	1160.00	Matched	

☒ Hide batches without donations

On the Vanco Import screen, choose which batch(es) to submit and click the ‘Submit Selected Batches to Donation Entry’ button.

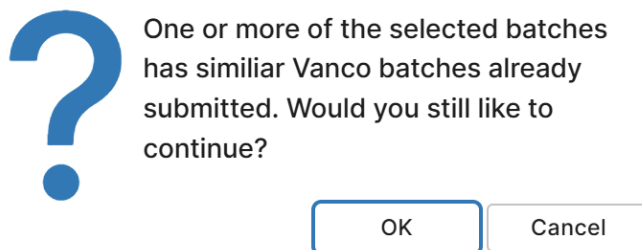
A pop-up window will appear, stating that the request was completed or the process aborted if any errors occurred. Once you click ‘OK’ without errors, it will direct you to the Batch Listing.

Add New Batch

Import ▾

Batch ID ▾	Year	Date ▾	Batch Name ▾	Donations ▾	Accounting Action ▾
Search...					
251	2025	07/23/2025	VNC Jul21 2025 to Jul23 2025	\$890.00	Send to Accounting →
250	2025	07/10/2025	VNC Jul10 2025 to Jul10 2025	\$1,105.00	Send to Accounting →
249	2025	07/22/2025	VNC Jul22 2025 to Jul22 2025	\$1,300.00	Send to Accounting →

The system does a 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:



This is simply a warning; you can click 'OK' to proceed or 'Cancel' to stop the process. Often, this overlap may be intentional, but we issue this warning in case it isn't, to prevent duplication of donations.

Tracking Vanco Fees

In IconCMO, you have an option to track Vanco fees. This option is located 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.

Account Name	
10001 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
<input checked="" type="checkbox"/> 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	
<input checked="" type="radio"/> Checks are pre-numbered	
<input type="radio"/> Print check number on each check	
Save Defaults	

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.

The fees being tracked are for Credit Card transactions. Since ACH transactions are deposited as a whole and fees are deducted at a later time, they are not tracked or recorded automatically through the import process.

You are all set!