

IconCMO Integration Guide



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

Current Vanco Clients:

Please complete the following form titled “Merchant Account Update Form” -- using the following link or copying and pasting the URL into a web browser-- to authorize Vanco Services to set up the Web Services integration with IconCMO.

<https://www.cognitofrms.com/VancoPayments/merchantaccountupdateform>

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.

<https://www.giveplus.com/iconcmo>

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 first make sure your fiscal year, if not following the calendar year, is adjusted in IconCMO under Organization- > Setup -> Information.

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 ▼

Save

Then you'll need to match your fund IDs with funds setup 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 Contributions→Management→Funds & Pledges→Reports window. Choose the Reports tab and look under the Subheading 'Fund Reports.'

Here is a short video on how to change Fund IDs in Vanco:

[Changing Fund IDs](#)

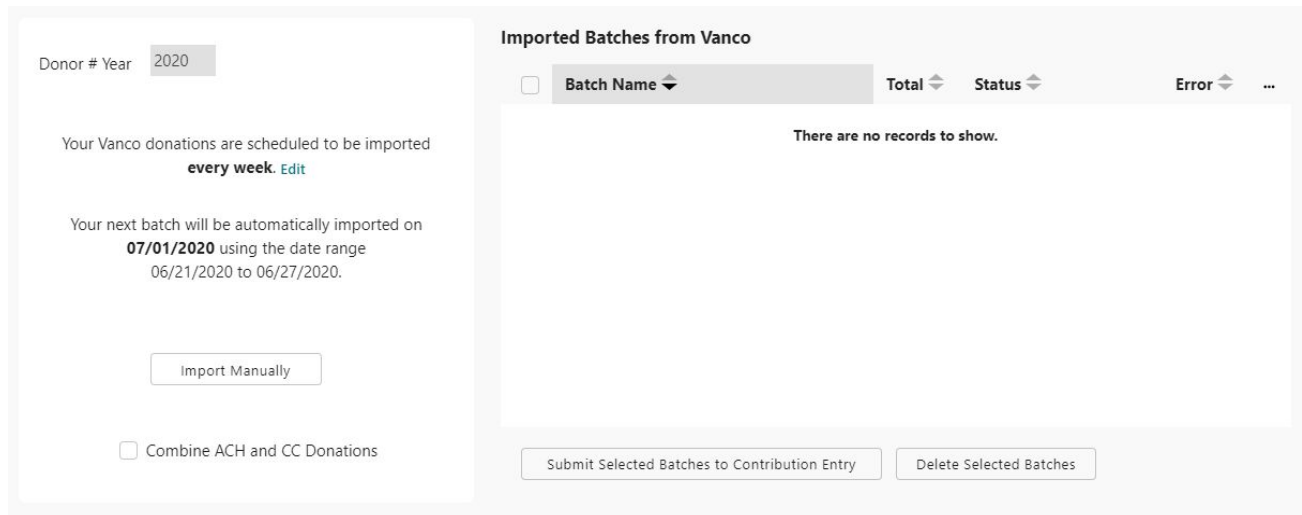
For further assistance with the online Service Center, please contact Vanco Services' Client Services department at 800-675-7430 .

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.

Combine ACH and CC Donations: If this box is not checked, the ACH and CC donations will come over in two separate batches to make the bank reconciliation easier for churches. If you are wanting all donations to come in one batch regardless of ACH or CC, check the box, Icon will remember this setting.

Text to give batches: When you are set up to receive text to give batches as well, those will come over 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.



The default for your account 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. (Please note: 'From' and 'To' dates refer to deposit date, not the giving 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.

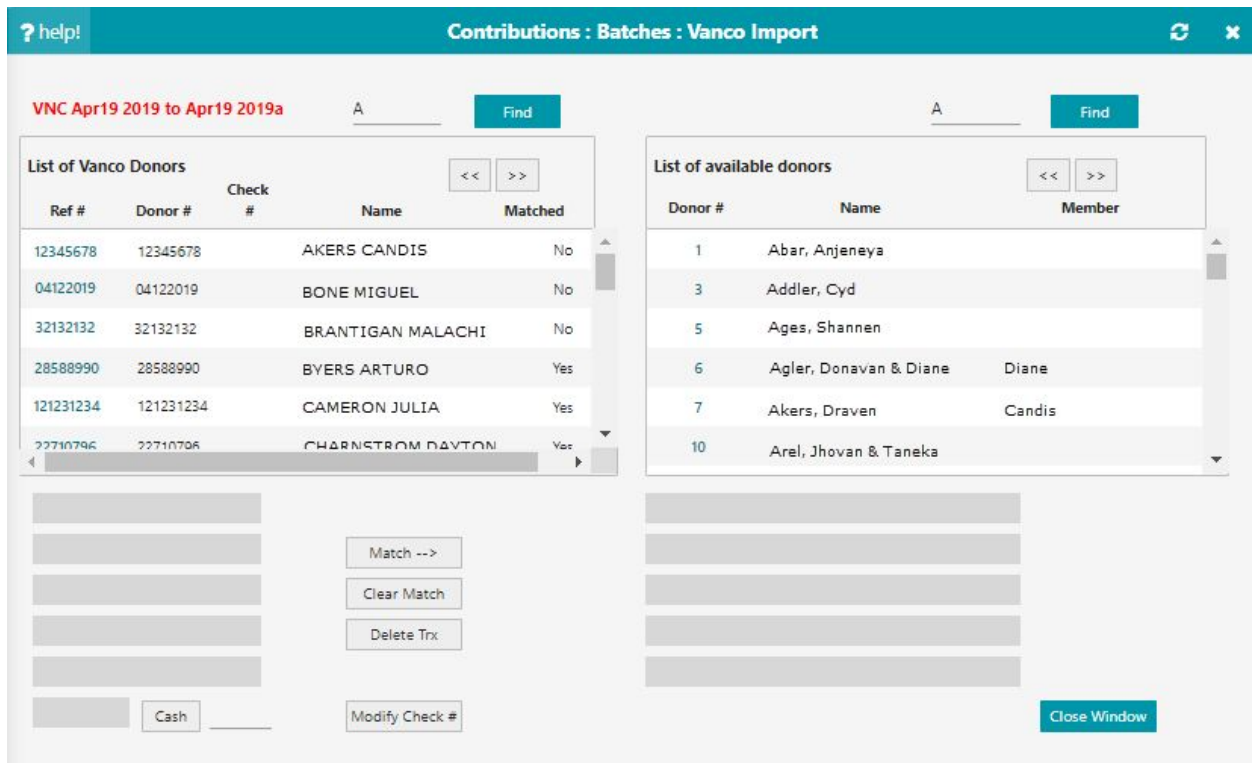
C. Reviewing and Matching Imported Contributions

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 link in the status column to open the review window

The review 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.

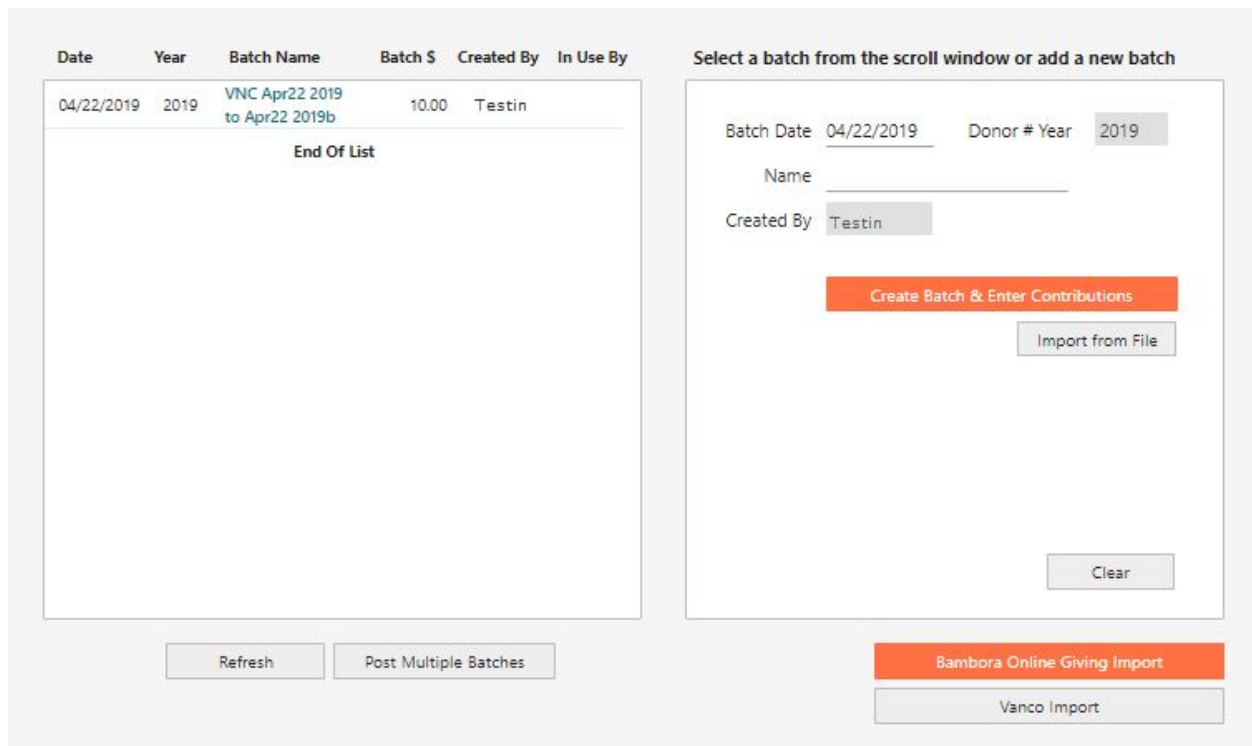
IconCMO will remember your matching and match the same person to the same recurring transactions the next time to help save you time. (The only exception is if an individual does not set up a Vanco profile, then each time they donate Vanco will assign them a new reference number and they will need to be re-matched.)

If there are errors listed in the error column, you can click on the link within that column to view the errors in the review window. These are errors that Vanco may have incurred during the payment processing and are not included as part of your batch total. There is no action needed in Icon when errors are present.

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 window. Batches that are sent to the main Contribution Entry section are deleted from the Vanco Import window to ensure multiple postings do not occur.

On the Vanco Import screen, choose which batch(es) to submit and click on the Submit Selected Batches to Contribution Entry button. A pop-up window will appear stating that the request was complete or process aborted if there were any errors. Once you click 'OK' and there were no errors, it will bring you to the below screen.



E. Tracking Vanco Fees

In IconCMO you have an option to track your Vanco fees. This option is found under Organization→ Preferences→ Banking Preferences. Choosing this option, and selecting the default expense account for the fees will create a journal entry in your General Ledger. The entry will reflect the amount that was deposited in your bank, and shows the amount of the fees, which account and what fund it is attributed to yet still allow the full amount of the contribution batch to be displayed on the contribution side of the system and all the funds appropriately attributed to the proper donors to receive credit. (See image below)

The fees being tracked are for Credit Card transactions. Since ACH transactions are deposited in whole and Vanco deducts the amount for those fees at a later time, they are not tracked or recorded automatically through the Import.

Account Name

Bank account 2 ▼ 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 Contribution Enter Window

Oth - Credit Card Charges ▼ Default account for Vanco fees (for customers using Vanco Import Window)

Default Check Format
ICO-2113 ▼

Check Book Preferences

Checks are pre-numbered

Print check number on each check