



## **Donations Setup Guide**

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Published: November, 2024

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# Donations

## Organizational and Personal Settings:

### Settings → Information

#### 'First Month in Fiscal Year'

- o Be sure this is set correctly. Commonly, the fiscal year is January through December, but not always. Check with your accountant if you are not sure. The first day of the month is assumed to be the first day of your fiscal year. This setting affects only the accounting side of the system and not donations; however, it's placed here as donations can be posted to the accounting side of the system. It's best to have both sides ready before making your first post.

#### Settings : Information

[? help](#)

##### Organization Information

Name

Address Ln1

Address Ln2

City  State  Zip Code

Country

Email

Phone

Fax

Cell

##### Accounting Information

Federal ID

State ID

Sales Tax Exempt

State Unemployment

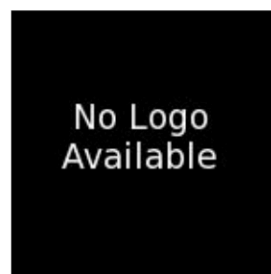
Unemployment Tax Rate  %

First Month in Fiscal Year

Beginning Balance Date

Reversing Journal Type

First Month for Giving FY

 No file chosen

- o Donations should follow the church's pledge year, which can differ from the church's accounting fiscal year. How donation funds are set up for the start and end dates is explained in the Fund Maintenance section of this guide. For example, IconCMO can be set up to handle the church's accounting books from July 1st to June 30th for the fiscal year, but pledges on the calendar year for the individuals to lessen confusion for your congregants. Or IconCMO can be set up so that both sides of the system obey the July 1st to June 30th fiscal year. Keep in mind when the calendar

year is not used for donation funds, the individual's giving statements will have two sets of funds showing on their statements. For example, they will see the 2021 General Fund for donations dated Jan. to June and the 2022 General Fund for donations dated July to Dec., assuming a July to June fiscal year for this example.

o Because this screen affects the entire system, we highly recommend that only a few people have access to change these settings.

Settings → Personal

'Fiscal year to work with'

o Set the default fiscal year in which you want to work. You can still change the Donation year you are working in without changing this setting, but the default dates and years will always fall in this year. Each user can work in a different year, provided they are signed in under a different username. We *highly* recommend that all users have their own username to access this screen, as they should be able to change the year they are working for the data entry.

Settings : Personal

? help

Make any desired changes and press Save.

System Wide Preferences

Each user in the system can operate in whatever year they want without affecting other current users. Changing the fields below will permanently change your personal settings until they are changed again

Fiscal year to work with2024

Date format to use☒ MM/DD/YYYY ☐ DD/MM/YYYY

View Accounting

Set to No to hide accounting tabs

Yes

Choose an image...

Membership & Donation Preferences

Set the following drop down to your desired default values

Default Status

Everyone

Default Country

United States

Accounting Preferences

The default date is set equal to your computer date whenever you log into the system or if you press the F5 function key. Changing the date below will change your accounting transaction date until one of the above actions occur.

Default date to use

09/24/2024

Default Fund to use

General Fund

Save

Personal Security

A password of at least 50% strength is required. We recommend a long, random password that mixes letters, numbers, and symbols. [Read more detailed information about choosing a good password.](#)

Current Password

New Password

Retype New Password

Password Strength

☐ Show Password

Save Password

User Email

Change the email address by entering in the current email followed by the new one. An email cannot contain any spaces.

Current Email

sales@iconcmo.com

New Email

Retype New Email

Save Email

Add/Edit Email Signature

Other Personal Preferences

Yes

Auto Add Individuals when creating new households

Save Other Preferences


Donors:

Donations → Donor Numbers

Designating your Donors – All households will appear on this window to assign a number to.

o A household or family member does not need a donor number assigned to record donations for them. Donor numbers are only necessary if you plan to enter pledges or use a File Import, the

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Vanco Import, or Worldline Import. If you don't use envelopes or donor numbers, you can give all donors a donor number of zero.

- o It is best to assign a donor number to a household. Doing this gives credit to the responsible adults of the household. Donor numbers should be assigned to individuals when they file separate tax returns or when they are children or guests in the home that are giving separately.

**Example 1:** A married couple (John & Mary) are donating. You will want to assign a number to the Household to use the Household as the giving entity. That way, when the donation statement is sent, both of their names will be displayed on the statement.

**Example 2:** A child in a household donates and wants to receive a separate donation statement. You want to add the individual donor number for the child.

**Example 3:** A single person living by himself or herself donates. In a situation like this, you could add the household or the individual donor number to the donation section. We suggest using the household record.

## Assigning Donor Numbers to Households and Individuals – Manually or Auto-Assign.

### Assigning Donor Numbers Manually:

- o This method is helpful when you are only adding a few numbers, perhaps for some new donors, when you already have existing donors in the system. The church can either add them in with a household number or an individual donor number. Go to Donations: Donor Numbers. Please see the examples above (1-3) for the difference between the household and individual donor numbers.

- All households will be displayed when you open the Donor Numbers screen.
- To get to the individual records, click 'Add Edit Individual Donor #'s' on the bottom left of the screen.



The screenshot shows a user interface for managing donor numbers. On the left, there are three buttons: 'Add All Donor #s', 'Delete All Donor #s', and 'Copy Donor #'s'. On the right, there is a link 'Add Edit Individual Donor #'s' which is highlighted with an orange border. Above this link, the text '( Ind ) = Donor # assigned to individual.' is displayed.

- You can view the next available donor numbers based on the highest unused number and skipped numbers. This is found in the upper right corner of your donor numbers screen.

<b>First Skipped Number:</b>	<b>16</b>
<b>Highest Unused Number:</b>	<b>105</b>

1. For both household and individual, change the status to 'Everyone' in the 'Status to view' drop-down list and type in the first few letters of a household or individual's last name. You can also search by donor #. Each household or individual will have a box next to their name.

Fiscal Year 2023 ▼

Status Everyone ▼ Search By Last Name or Donor # << >> Sort By Donor Number ▼

Donor #	Last Name	First Name	Status	
<input type="text" value="0"/>	Akers	Rev. Draven	Active	<u>Do Not</u>
<input type="text" value="0"/>	Arel	Jhovan & Taneka	Active	<u>Do Not</u>
<input type="text" value="0"/>	Arel	Lissa (Ind)	Active	<u>Do Not</u>
<input type="text" value="0"/>	Arel	Lisse (Ind)	Active	<u>Do Not</u>
<input type="text" value="0"/>	Arovits	Tesira	Active	<u>Household</u>

2. Locate the household or individual you want to add, remove, or edit (see explanations below for each option).

- Add** – Locate the household or individual you want to add a donor number to, and type the donor number in the box next to their name. The entry is saved automatically when you press the tab key.
- Remove** – Clear/delete the donor # and press the tab key. If a pledge or donation is entered, the number will turn to zero since there's activity under the donor number, so it can't be totally removed.
- Edit** – Put the cursor in the edit box, make your change, and press the tab key.

Donor #	Last Name	First Name
<input type="text" value="0"/>	Akers	Rev. Draven
<input type="text" value="0"/>	Arel	Jhovan & Taneka
<input type="text" value="0"/>	Arel	Lissa (Ind)

- When in the individual's screen, if you wish to return to the main Donor Numbers screen, click 'Close.'

**Add or Modify Individual Donor Numbers for 2023**

Status to view Everyone Start With A Find

Donor #	Last Name	First Name	Preferred	Relationship
<input type="text" value="2"/>	Abar	Anjeneya		Single Male
<input type="text"/>	Abramovic	Tychicia	Ty	Daughter
<input type="text"/>	Addler	Ashley		Daughter
<input type="text" value="12"/>	Addler	Cyd	Cydney	Single Male
<input type="text" value="13"/>	Addler	David		Husband
<input type="text"/>	Addler	Murrae		Son
<input type="text"/>	Addler	Sarah		Daughter
<input type="text"/>	Addler	Tyson		Son
<input type="text"/>	Agler	Diane		Wife
<input type="text"/>	Agler	Donavan	Donny	Husband
<input type="text"/>	Akers	Andrew		Son
<input type="text" value="8"/>	Akers	Andrew		Other
<input type="text"/>	Akers	Clifford	Donny	Husband
<input type="text"/>	Akers	Draven		Single Male

**Enter the donor number and press the tab key**

Delete one Donor # - Clear the donor # and press the tab key

Delete All - Delete all donor # for the above group when no donations have been posted

Refresh Delete All Close

## Auto-Assign donor numbers:

1. This method is helpful when adding many donors based on a status code. Go to Donations: Donor Numbers. Change the status to the status code you want to use, such as 'Active.' Click on the 'Add All Donor #'s.'

**Add All Donor #'s** ( Ind ) = Donor # assigned to individual.

**Delete All Donor #'s**

**Copy Donor #'s**

[Add Edit Individual Donor #'s](#)

2. A confirmation window comes up where you can either click 'Ok' or 'Cancel.' This action will add a donor number for all households with the status code 'Everyone.'

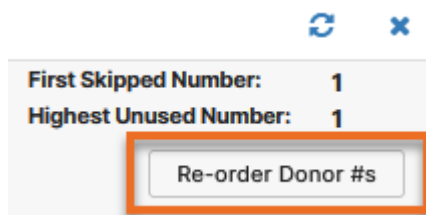
**?** Add all households not currently assigned a number and having a status of Everyone. Is this what you want?

OK Cancel

3. This process can be repeated for multiple status codes. Each household is assigned a zero by default.



4. If you would like to mass change the zero donor number for each household, you can press the 'Re-order Donor #'s' button on the main donor number screen and complete steps 5 – 6.



First Skipped Number: 1  
Highest Unused Number: 1  
**Re-order Donor #'s**

[? help](#)

**Donations : Donor Numbers**

Fiscal Year 2024 ▼

Status **Everyone** ▼ Search By Last Name or Donor # << >> Sort By Last Name ▼

First Skipped Number: 498  
Highest Unused Number: 498

[Re-order Donor #'s](#)

Donor #	Last Name	First Name	Status	Email Used For Statements
4	Agler Smith	Donavan & Diane	Prospect	support@iconcmo.com
6	Akers	Andrew	Active	Do Not Email Statement
5	Akers	Andrew (Ind)	Prospect	Do Not Email Statement
7	Akers	Clifford & Keli	Active	support@iconcmo.com
8	Akers	Draven and Sarah	Member	sales@iconcmo.com
9	Akers	Rev. Draven	Active	sales@iconcmo.com
261	Alvez	Francis (Ind)	Active	Household has no emails.
10	Arel	Jhovan & Taneka	Member	Do Not Email Statement
11	Arel	Lissa (Ind)	Member	Do Not Email Statement
12	Arel	Lisse (Ind)	Member	Do Not Email Statement
13	Arovits	Arlandia & Chelsie	Member	sales@iconcmo.com
14	Arovits	Guylene	Member	Do Not Email Statement
15	Arovits	Tesira	Active	Household has no emails.
	Ashton	Hasmukh	Member	Household has no emails.
16	Ashton, Jr.	Hasmukh & Maritsa	Member	Do Not Email Statement

( Ind ) = Donor # assigned to individual.

[Add All Donor #s](#) [Reports](#) [Emails - Add All](#) [Emails - Delete All](#)

[Delete All Donor #s](#) [Add Edit Individual Donor #s](#)

[Copy Donor #s](#)

5. Enter the 'Starting #' Ex. 1 or 100, or choose 'Select Donors', and you can enter a specific range of numbers you want to re-order.

☒ All Donors ☐ Select Donors

Starting # 1 Donor # Range 0 104

[Assign #s](#) [Close](#)

6. Press the 'Assign #s' button to quickly auto-assign donor numbers in numerical order according to the household last name and click the 'Ok' on the confirmation message.

**NOTE:** Once numbers are assigned and given out to the church congregants, you shouldn't perform this step as it will change previously assigned numbers, which can confuse your congregants and possibly credit someone with another person's donation.

**Copy donor numbers:** This icon will automatically copy donor numbers from one year to the next the first time the Donation Year is changed on the Funds & Donations window. If you need to copy outside of that original copying process, use this option.

**Reports -** This will take you to the window with reports of donor numbers, as well as donor number labels and export options.

***\*\*The same donor number cannot be assigned to more than one donor in the same giving year- except for the number zero.\*\****

## Donation Fund Maintenance:

### Donations → Funds & Donations

Use this window to maintain the various funds your church uses to manage its pledges (not required) and donations.

A fund name can be changed anytime, even after donations have been entered to it.

The year each user is working in, can be changed at any time by using the 'Donation Year' drop-down in this window.

IconCMO manages funds by donation year, so it's very important that each user selects the correct donation year they're working in to use the correct set of funds. When the donation year is set incorrectly, the donations are applied to the wrong set of funds. Donation funds maintain the same names from year to year; however, they are different pots of money. For example, a 2023 General Fund is not the same as a 2024 General Fund on the donation side of IconCMO. The donation year drop-down determines the default funds that appear in the list. Users should ensure they are under the right donation year before entering any donations.

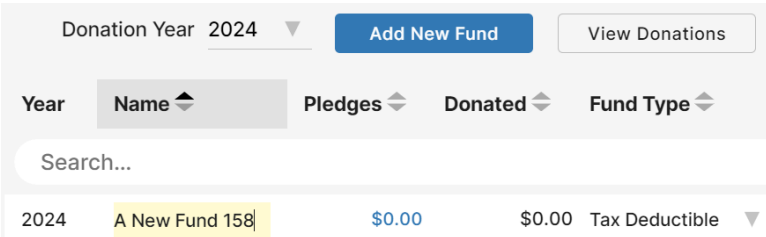
IconCMO allows for multi-year funds simply by setting the date range of the fund across multiple years (ie, 01/01/2023 - 12/31/2026).

### Adding a new fund:

#### Go to Donations → Funds & Donations

o Click the 'Add New Fund' button.

o A new line will appear in the list below, with the name field auto-filled and highlighted. Click into the name field to overwrite the existing name and enter the desired name for the new fund.



The screenshot shows the 'Funds & Donations' window. At the top, there is a 'Donation Year' dropdown set to '2024', a blue 'Add New Fund' button, and a 'View Donations' button. Below this is a table with columns: 'Year', 'Name', 'Pledges', 'Donated', and 'Fund Type'. A search bar is located above the table. The table contains one row for the year 2024, with the name 'A New Fund 158' highlighted in yellow, 'Pledges' at \$0.00, 'Donated' at \$0.00, and 'Fund Type' set to 'Tax Deductible'.

Year	Name	Pledges	Donated	Fund Type
2024	A New Fund 158	\$0.00	\$0.00	Tax Deductible

**NOTE:** When you enter a name and tab out of the field, the fund will fall into the list alphabetically.

o Check the start and end date of the fund. The default setting is one year. When entering pledges, these dates are important as you don't want to adjust the beginning and end dates for every pledge record.

o Changes are automatically Saved.

## Recording Pledges (optional):

o Click on the dollar amount in the pledge column of the desired fund. The pledge entry window will open.

o Find the household or individual you want to apply the pledge to, and enter the pledge in the 'Amount' field. **Note:** If the individual is not listed, a donor number must first be assigned to them.

Year	Name	Pledges	Donated
Search...			
2024	Benevolence	\$0.00	\$0.00
2025	Capital Fund	\$0.00	\$0.00
2024	General Fund	\$5,000.00	\$9,515.00
2024	Holiday Flowers	\$0.00	\$540.00
2024	Local Mission	\$0.00	\$871.00

### Enter pledges for 2024 Benevolence

Donor #	Last Name	First Name	Amount	Period	Start Date	End Date	Total Pledge
Search...							
0	Abar	Anjeneya	\$25.00	Month	01/01/2024	12/31/2024	\$300.00
1	Abel	Jason & Sarah	\$100.00	Month	01/01/2024	12/31/2024	\$1,200.00
2	Addler	Cyd and David	\$0.00	Week	01/01/2024	12/31/2024	\$0.00
0	Addler	Murrae	\$0.00	Week	01/01/2024	12/31/2024	\$0.00

o Set the 'frequency' to Week, Month, Quarter, Annual, or Other from the drop-down menu and ensure the date range is correct.

o These fields are automatically saved.

**NOTE:** If the start and end dates are coming up wrong by default, then the fund dates are incorrect. Modify the start and end dates for the fund, and then the pledge start and end dates will appear correctly for each new entry. Additionally, each household or individual can have one pledge per fund. For example, the 2022 General Fund can have one pledge from the John and Mary Smith household of \$50.00 per month. The same household can't have \$50.00 monthly and also a \$60.00 weekly to the same 2022 General Fund.

## Accounting Link (optional):

You'll probably want to link your donation funds to the accounting system if you're using IconCMO's accounting system for your church finances and bookkeeping. This would ensure that when you enter a donation batch and select 'Send to Accounting,' the system automatically makes the correct deposits to the correct funds and accounts within the accounting system.

## Go to Donations → Funds & Donations

Select the appropriate Accounting Fund, Debit account, and Credit account for each fund.

Year	Name	Pledges	Donated	Fund Type	Accounting Fund	Checking (Debit)	Revenue/Liability (Credit)
Search...							
2024	Benevolence	\$1,500.00	\$0.00	Tax Deductible	General Fund	Assets : 1000 Barnum Chec...	Revenues : Offering Revenues
2025	Capital Fund	\$0.00	\$7,270.00	Tax Deductible	Capital Campaign	Assets : 1000 Barnum Chec...	Revenues : test revenue
2024	General Fund	\$5,000.00	\$9,515.00	Tax Deductible	General Fund	Assets : 1001 BB Checking	Revenues : Offering Revenues
2024	Holiday Flowers	\$0.00	\$540.00	Tax Deductible	General Fund	Assets : 1001 BB Checking	Revenues : ....Easter
2024	Local Mission	\$0.00	\$871.00	Tax Deductible	Pass Through Fund	Assets : 1000 Barnum Chec...	Liabilities : Pass Through Liab
2024	Missions	\$54,960.00	\$1,910.00	Tax Deductible	General Fund	Assets : 1001 BB Checking	Liabilities : Pass Through Liab
2024	Youth Fund	\$2,640.00	\$740.00	Tax Deductible	Youth Ministry Fund	Assets : 1001 BB Checking	Revenues : Youth Revenue

**NOTE:** If you don't see the three columns needed for the accounting link, click the three-dot icon in the upper right to select those columns to display.

## Donation Batches:

### Donations → Funds & Donations

All donations are processed as a batch. A new batch is typically created for each event where donations are received (church services, fundraising efforts, etc.) Donation batch names are for the user's reference and do not affect when donations are dated on a donor's statement. The given date within the batch for each donation is the one date the user should ensure is absolutely correct, as this does affect the donor statements. If the church uses the IconCMO accounting, they would also want the batch date to be correct before sending it to accounting. This will be the date the deposit is recorded into the fund accounting module.

All Batches entered into the Donations module immediately affect the donor statements and reports, there is no need to 'post' the batch when you are finished entering the donations. You must, however, click 'Send to Accounting' or 'Update Accounting' to affect the accounting module.

Batch ID	Year	Date	Batch Name	Donations
Search...				
456	2024	05/12/2024	May 12th Service	\$1,701.00
455	2024	05/13/2024	Offering	\$150.00
454	2024	05/13/2024	May 13th 2024	\$0.00
453	2024	03/04/2024	Offering	\$500.00

## Creating a Batch:

### Go to Donations → Funds & Donations

o Make sure your donation year is the correct year for entering donations. This year dictates the fund list you can select from within a batch. If you happen to add a batch in the wrong year, you can edit

the year field to match the correct year. The system will automatically put the batch in the year you entered, so it will be removed from your current view. To view the batch, change your donation year.

- o The Batch Date field is auto-filled with today's date. This is the batch deposit date and should **not** be confused with the donation given date. The given date is used for donation statements, not the batch date. The most important date on the system is the given date, which is recorded for each donation in the batch and is found in the next section – [Entering Donations](#).
- o Usually, the date field does not need to be changed unless you are using the link to IconCMO Fund Accounting or exporting a file for QuickBooks. When your donations are linked to the accounting system, the date becomes the deposit date and is used as the transaction date for the entire batch. Therefore, it should represent the date you want to use in the accounting system to realize the revenue for the profit and loss, budget, and other reports. For example, if your church collected offerings on Sunday, Oct 31st, would it want to realize the revenue (donations) in October when they were collected or on Monday, November 1st, when they were entered by the donation secretary and deposited into the bank?
- o For a new batch, click the 'Add New Batch' button.
- o A new line will appear in the list below. The name field will be auto-filled with the date and highlighted.
- o Click into the name field to overwrite the text and rename your batch, if desired.
- o Click the 'Enter Donations' link under the Donations column to open the batch and enter donations.

Batch ID ▾	Year	Date ▾	Batch Name ▾	Donations ▾
Search...				
457	2024	05/17/2024	May 17th 2024	<a href="#">Enter Donations</a>
456	2024	05/12/2024	May 12th Service	\$1,701.00

- o **Duplicate Batches:** In the event of recurring or nearly identical batches, click on the icon to duplicate a batch. A window will pop up for you to enter a name and date for the new batch. This will create a second identical batch, if the name is the same, it will append a (2) to the end of the batch name. Changes can still be made to the name or any donations within the batch. This option is ideal for recurring EFT batches.

## Entering Donations:

- o Select the donation batch from the list of existing batches, click on the dollar amount for the batch under that Donations column, or review the [Creating a Batch](#) section to create a new batch.
- o This will take you to a new screen to enter your donations.
- o There are 3 required fields for recording donations and 8 optional fields that can be used. To add or remove the optional fields, click the three-dot icon in the upper right and check or uncheck the options. Your selections will be saved per individual username.

Columns to Display: Reset to Defaults

☒ +/- 
 ☒ Donor 
 ☐ Address 
 ☐ Given Date 
 ☒ Amount 
 ☐ Distribute 
 ☐ Fund 
 ☐ Currency 
 ☐ Check # 
 ☐ Transaction Fee 
 ☐ Comment

Filter: +

- Required Fields:


- +/- button- This column displays buttons with either + or - in them. The + button allows you to add a new entry to the batch. The - button will remove the entry from the batch.
- Donor- Type the name of a household or any donor number into this field. You can search through those who have donor numbers or *any* household in your people module- even if they do not have a donor number. Selecting a household without a donor number will automatically assign them a number zero. You can also add households that do not yet exist in your database by typing the name in the donor field. They will automatically be added to the people module and assigned a donor number zero.


**Note:** To assign a donation to an individual instead of a household, you must assign them a donor number in the Donations: Donor Numbers screen before entering them in a batch.


- Amount- Click on the blue text in this column to enter the batch and input donations.

- Optional Fields:


- Address- This option will display the donors' addresses as another method of verifying that the appropriate donor is selected to receive credit for their donation.
- Given Date- Enter the donation date that should appear on the donor's statement for that particular donation.
- Fund- Type the name of the fund or click on the field to select the donation fund they are giving to. If a fund does not currently exist in the drop-down menu, you can easily add one by continuing to type the fund name and adding a fund to the system with the clickable option in the drop-down list.

Fund 

2023-Capital Campaign 

Parking Lot 

Click here to add a new fund.

- Currency- If tracking donations by currency type, you can set the Currency Type to 'Check,' 'Cash,' 'EFT,' or 'Non-Cash.' You can type your selection or click into the field to display the options available in the dropdown list.
- Check #- If you wish to enter the numbers of the checks received by your donors- there is an option to display check numbers on the donor statements that they may reference.
- Distribute  - This will give you a blue icon instead of a field. When you click the icon, it will open up a window where a donation can be split or distributed to multiple funds.
- Transaction Fee- If you have fees associated with donations received, particularly on credit card donations, you may track those here. Visit the section in this guide called [Tracking Credit Card Fees From Donations](#) to learn how this is set up.
- Comment- Type a note in the comment field if desired (this is necessary when entering non-cash donations.)

o Click on the blue '+' button to add a new entry in the batch. For the first entry in a batch, the donor will default to 'Cash Receipts Only #999999'. This can be changed by typing in a donor's name or donor number into the field.

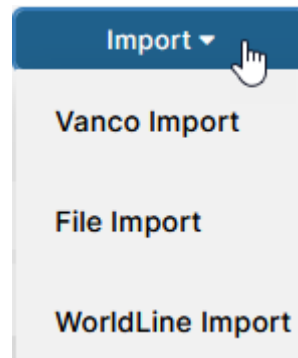
**Note:** If you prefer to view the entire list of households and donors, you can click into the Donor field and it will display a dropdown list that you can scroll through to select a donor.

- o Use the tab or enter key on your keyboard to move to each field and fill in your information as needed. The tab or enter key will also take you to the '+' button on the following line to add a new line without using your mouse.
- o The 'given date' and 'fund' will copy from the previous line.
- o Comments will also be copied if the 'Clear Comments' checkbox at the bottom of the window is not marked. This option is checked by default.
- o Press the 'Close Batch' button to return to the Funds & Donations screen.

## Importing Donations:

There are three options for importing Donations into IconCMO.

1. Vanco Import- IconCMO integrates with Vanco Payments to automate the importing of the donations received through your Vanco account. For more information about Vanco, please visit <https://www.vancopayments.com/egiving/iconcmo>
2. Worldline Import- IconCMO integrates with Worldline to automate the importing of the donations received through your Worldline account. For more information about Worldline, please visit <https://partners.na.bambora.com/icon-systems/>
3. File Import- You can import a donation batch from any platform! The instructions for our file import formatting can be found under the File Import menu option after you click the Import button.



**Instructions**

This screen will allow you to import contributions from a text file, either in a comma-delimited (CSV) or tab-delimited format. Some envelope companies provide data files in this format. (See below for further details about the file format.) Additionally, you may use this format to enter contributions into a spreadsheet, and then enter the result into IconCMO.

To import a file, choose the file in the file selection box in the upper right. Then, press "Import." The results of the import will be shown in the box directly below that.

If there are errors in the import process, they will be shown in the result box. There are several possibilities of results.

- **Success.** In this case, no errors were detected, and your batch will be included on the contribution entry screen, ready for further editing or posting.

Browse... No file selected.

Batch Name August 26 2022 File Import

## Tracking Credit Card Fees From Donations:

### Go To Settings → Banking Preferences

- o Credit card fees can be entered during donation entry but won't be recorded in accounting unless set up properly.
- o Check the box next to 'Track Credit Card Fees in Donations Entry Window'
- o Select the appropriate expense account to record the fees.
- o Click 'Save Defaults'.



Account Name	
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**  
☒ Checks are pre-numbered  
☐ Print check number on each check

## Editing a Transaction:

The batch list and donations entered in each batch can be sorted by any columns displayed on the screen. Click on the up or down arrows next to the column header to sort by that column in ascending or descending order. To go into a batch to edit it click on the dollar amount of the batch.

**To edit a donation:** Locate the batch that the donation is in and click the dollar amount of the batch to open it. Then, find the donation you want to modify and make the appropriate changes by overwriting the existing fields.

**To delete a donation:** locate it within the batch and click the '-' button next to it.

All Giving Dates in a batch can be updated at once using the 'Change All Dates' button at the top of the window.

All changes made to a batch, such as donations being added, modified, or removed, can be viewed in the history. Click on the icon to view the history for a specific batch.

Additionally, a Print Edit List can be viewed in the batch entry screen with various sort options such as amount, comment, donor number, fund, last name, order entered, person totals, and status. Select reports, such as deposit slips, fund summaries, receipts, and CRA receipts, can also be printed on this screen. Click the Print Edit List or Print Report button and select the sort option or report you like. This will automatically print the report as a PDF.

- by Amount
- with Comment
- by Donor Number
- by Fund
- by Last Name
- by Order Entered
- by Order Entered Ext
- by Person Totals
- by Status

- Deposit Slip
- Fund Summary
- Receipt
- CRA Receipt





## Post to Accounting:











Donations entered into a batch are automatically reflected in any donation report as soon as you enter them. They will not reflect onto the accounting side of the system until you click 'Send to Accounting' or 'Update Accounting.'

### Go to Donations → Funds & Donations

- o You can send a single batch to accounting or multiple from the list of batches. To send a single batch to accounting, locate the batch you want to send, and in the Accounting Action column, click the 'Send to Accounting' link.
- o If there are no options in the Accounting Action column, the donations have already been sent to the accounting module, and there should be a journal number in the Accounting Entry column next to it.

Batch ID ▾	Year	Date ▾	Batch Name ▾	Donations ▾	Accounting Action ▾
Search...					
 457	2024	05/17/2024	May 17th 2024	\$4,612.76	Send to Accounting →
 456	2024	05/12/2024	May 12th Service	\$1,701.00	Send to Accounting →

- o If you do not see the Accounting Action or Accounting Entry columns, click on the three-dot icon above the batches screen on the right. Here, you will be able to add those columns to your screen.
- o If you send multiple batches to accounting, they will be posted in the same general journal entry- as one deposit. Click the 'Send Multiple Batches to Accounting' link at the bottom of the screen, below the list of batches.

 482	 414	2022	09/27/2022	September 27 20
 481	 413	2022	09/27/2022	September 27th 2
 480	 412	2022	09/23/2022	September 23rd 2
 479	 411	2022	09/23/2022	September 23rd 2
 478	 410	2022	09/21/2022	VNC Sep21 2022
<input type="checkbox"/> Show Deleted Batches    Send Multiple Batches to Accounting				

- o This will open a new window. Select the batches you want to post by checking the boxes next to each. Press 'Send to Accounting' to post the batches together in a single journal entry to the accounting side of the system.
- o A posting journal is immediately available for you to print next to each batch. Click on the printer icon or Batch ID, and a PDF of your posting journal will populate.

Post Batches to Accounting				
<input type="checkbox"/>	Batch ID	Name	Amount	Dat
Search...				
<input checked="" type="checkbox"/>	236	VNC Aug20 2022 to Aug20 2022	\$995.00	08/26/2022
<input checked="" type="checkbox"/>	235	VNC Aug19 2022 to Aug19 2022	\$925.00	08/26/2022
<input checked="" type="checkbox"/>	234	VNC Aug18 2022 to Aug18 2022	\$1,115.00	08/26/2022
<input type="checkbox"/>	233	VNC Aug17 2022 to Aug17 2022	\$1,200.00	08/26/2022
<input type="checkbox"/>	232	VNC Aug16 2022 to Aug16 2022	\$1,060.00	08/26/2022
<input type="checkbox"/>	231	VNC Aug15 2022 to Aug15 2022	\$1,160.00	08/26/2022
<input type="checkbox"/>	230	VNC Aug14 2022 to Aug14 2022	\$1,135.00	08/26/2022

Send Batches
Close

## Correcting Errors in a Batch:

There will be times when you would like to make changes to a batch. Perhaps the wrong giving date had been used, the wrong amount, or the wrong fund.



### Go to Donations → Funds & Donations

- o Select the batch to change by clicking on the dollar amount in the donations column. The batch will appear just as it did when you initially entered the donations. See the '[Editing Transaction](#)' section of this manual for more information.
- o Make your changes as needed and close the batch. This automatically updates your donation statements and reports.
- o If the church uses the accounting side of IconCMO, you will see that the Accounting Action column will now display the option to 'Update Accounting Entry'. This is not required; if you do not wish to update the accounting with your changes, you do not have to.

Add New Batch		Import ▼			
Batch ID	Year	Date	Batch Name	Donations	Accounting Action
Search...					
457	2024	05/17/2024	May 17th 2024	\$4,612.76	Send to Accounting →
456	2024	05/12/2024	May 12th Service	\$1,701.00	Send to Accounting →
455	2024	05/13/2024	Offering	\$150.00	Update Accounting Entry
454	2024	05/13/2024	May 13th 2024	\$780.00	Update Accounting Entry
453	2024	03/04/2024	Offering	\$500.00	Update Accounting Entry

- o Clicking the 'Update Accounting Entry' link will automatically update the General Journal entry on the accounting side of the system.

- o Clicking on the trash can icon will delete a batch completely. A pop-up will appear asking you to confirm this action since it cannot be undone. Batches that had entries in them will still remain in the system with the ability to view their audit log. They cannot be edited or restored.
- o Deleted batches are hidden in your batch list by default but can be displayed by marking the box at the bottom of the Funds and Donations window to Show Deleted Batches. The batches and their functions will be grayed out and disabled, except the History icon.

	447	2025	04/10/2024	April 10th 2024	\$550.00
	446	2024	04/09/2024	April 9th 2024 (2)	\$250.00
<input type="checkbox"/>	Show Deleted Batches <a href="#">Send multiple batches to accounting as one deposit</a>				

Preparing Donation Statements:

Donations → Statements

When emailing statements, ensure the donors are set up with an email address under the Donations→ Donor Numbers screen first.

5	<a href="#">Ages</a>	Shannen	Active	Do Not Email Statement
6	<a href="#">Agler</a>	Donavan & Diane	Prospect	Do Not Email Statement
7	<a href="#">Akers</a>	Draven	Friend	<a href="#">sales@iconcmo.com</a>

Let's break the Donation Statements screen into three parts and explain each section noted with **A**, **B**, and **C** below.

**A.** The left side of the screen allows the user to choose from the various statement styles, select a date range, filter the recipient list, choose which funds are included, and add cover and footer letters.

Statement Style **Standard** ▼

Fiscal Year **2023** Fund Type **Tax Deductible** ▼

Funds ☒ All Funds ☐ Select Funds

Name Begin **A** **Lookup**

Name End **Zzzz** **Lookup**

People Who Have **Given** ▼ Min **0.01**

Date From **01/01/2023** Max **9,999,999.99**

Date To **12/31/2023**

Sort by **Last Name** ▼

Cover Letter **None** ▼ **Add / Edit**

Footer Letter **IRS Disclosure** ▼ **Add / Edit**

Household Status **Non-Member** ▲  
 Prospect  
 Shutin  
 Visitor  
 Everyone ▼

\* All non-cash donations with a comment will be included

Keep in mind this is the section that decides which statements to create, while the other sections are options on the statements and how to print or email them. In other words, if one of the criteria in the screen above is to create statements for only those 'People who have Given', then anyone that hasn't given would not show up for a statement. You would have to choose the criteria of 'People Who Have Not Given' to see that group only. Another example is if you choose a date for the first three months of the year to create 1st quarter statements and someone hasn't given in that time frame, they would not appear for the selection of 'People Who Have Given.'

### 1. Statement Style:

- o Standard Statement – This will be the statement you use most frequently. It lists each donation and the date of the donation. This statement does qualify for IRS purposes because it shows all of the required details.
- o Summary Statement – This statement shows the total amount given to each fund for the date range specified. It does not show any detailed giving. This report is most often used for quarters 1, 2, and 3 because the reports are informational only and usually take a single page unless there is a long letter or the person contributed to a large number of funds. This statement does NOT qualify for end-of-year tax donation reports to the Internal Revenue Service.
- o Simple Statement – This statement was designed to be read easily. The simple statement uses more paper than the standard statement. This statement does qualify for IRS purposes because it shows all of the required details.
- o Receipt – This statement has fund totals and no giving details. This statement does not qualify for IRS purposes.
- o Split Receipt Statement – This statement will only be an option if you've entered a starting receipt number under Settings: Preferences: Church Membership. **Note:** Once entered, the starting receipt number cannot be modified. If you have already posted donations into IconCMO before entering the starting number, the system will work retroactively to assign the first donation

entered, the starting receipt number entered in that screen. Every Individual donation will have its own receipt number.

- o CRA Receipt Statement – This statement was designed to meet the Canada Revenue Agency requirements. This option will only appear in the drop-down menu if Canada is entered in the country field under Settings: Setup: Information. You will need to enter a starting receipt number under Settings: Preferences: Church Membership. Once a starting receipt number is entered, you will not be able to modify it. If you have already posted donations into IconCMO prior to entering the starting number, the system will work retroactively to assign the first donation entered, the starting receipt number entered in that screen. Every Individual donation will have its own receipt number.

2. Ensure you have the correct fiscal year to run statements for. To change your fiscal year, you can see the '[Personal Settings](#)' section of this manual.

3. *Fund types* – default to tax-deductible, however, other options are available.

- o Tax deductible is the most common for churches. This simply means that donations to the fund can be taken as a tax deduction for the donor.
- o A taxable selection will still produce a statement (separate from your tax-deductible statement) however, these funds were set up as taxable and, therefore, are not eligible for a tax deduction.
- o The IRA donation fund type is for individuals who may have IRAs who are trying to limit their tax bill and, at the same time, take their minimum required IRA distribution. The church would have to contact a CPA to ensure they are a tax deduction for the individual, as there are different rules depending on the situation, and to ensure they are creating these statements correctly.

4. The name range allows you to choose a specific range of individuals alphabetically or select just one person. We recommend using the 'Lookup' button to select the names and not just type the names in.

5. The 'People who Have' dropdown menu allows you to run statements using various different criteria such as People Who Have 'Given,' 'Not Given,' '(current year) Donor Numbers,' 'Pledged and Not given,' or 'Pledged.' Each would produce different results for the statements, and the church may want to address each group with a different letter. For example, the 'People Who Have Given' should get a thank you letter, whereas the 'People Who Have Not Given' may be asked to consider donating to the church for the first time this year.

6. There's also a minimum amount to consider if the church wants to limit statements to print only if the total amount is over a specific dollar range. To ensure you receive as many donations each year, we recommend the church send statements to people even under the \$250.00 threshold.

7. The 'date from' and 'date to' allows you to print statements by entering custom date ranges. For example, if you want first-quarter statements, you would enter 01/01/2024 to 03/31/2024. The third quarter will be from 07/01/2024 to 09/30/2024.

8. Cover Letter and Footer Letter – You can create cover letters to add to your donation statements. If you email statements as attachments, the cover letters will become the body text of the emails. If you print statements, the cover letters will be printed on one or more pages before each statement. Cover letters have a merge field for 'Salutation,' meaning when inputting the merge field, each cover letter can include the appropriate name for the recipient of the letter. Next to the cover letter field on the Donations: Statements screen, click the blue 'Add / Edit' button.

- o To change a letter, select the letter from the drop-down list, make the changes, and press the 'Save' button. Select a letter to include with a statement from the drop-down list. You should see the name of the letter in the grayed out field on this window. Press the 'Close' button, and your letter name will appear in the dropdown list of the Donations: Statements screen.
- o Footer Letters appear at the bottom of the statements. This is where the church would include the various different IRS disclosures that are required. You can add additional footer letters that you would like to use. Make sure that if these are end-of-year statements that are intended for donor tax deductions, the footer letter contains an IRS-required statement about not providing goods or services in return for the donations. You would add and edit footer letters in the same way you add and edit cover letters.

**B.** On the same screen, there are donation statement options, as seen below. Each statement style will have a different set of options for the user to choose, and each option changes the data seen on the statements. Some options include printing the pledge amount, including bulk mail comments, printing receipt information, including the church logo, showing check numbers, etc. Each option is turned on by clicking the button to 'Yes' or turned off by clicking 'No.' 'Include Logo' will be grayed out until you have uploaded the logo. (This can be done under Settings: Setup: Information.)

<input type="checkbox"/> Yes	Print Pledge Amount	<input type="checkbox"/> Yes	#10 Window Env
<input type="checkbox"/> Yes	Include Bulk Mail Comment	<input type="checkbox"/> Yes	Show Check #s
<input type="checkbox"/> No	Print Receipt Information?	<input type="checkbox"/> No	Show Total All Periods
<input type="checkbox"/> Yes	Include Logo	<input checked="" type="checkbox"/> Yes	Display Difference
<input type="checkbox"/> No	Include Begin/End Date of Multi-year Funds	<input type="checkbox"/> Yes	Include Comments

**C.** The reporting options seen below give the church the ability to print the statements, email the statements, or print labels. If you choose to email statements, ensure the email options are set up for your donors on the following screen – Donations → Donor Numbers. Put a dot next to the reporting option you want by clicking the circle. After you choose the option you want, then click the button at the very bottom that says 'Show Report' if you are printing the statements or 'Send Email Now' if you choose to email statements. You can only execute one option at a time. If you wanted to print statements and labels for your donors, you would first choose the 'Statements (All)' option and click the show report button, then choose the option 'Labels (All)' and click the show report button. Now, the labels and statements should match so the user can quickly put these into the donor envelopes and affix the labels in order.

Report Title Donation Report

**Reporting Options**

- ☒ Statements (All)
- ☐ Statements w/o Email
- ☐ Email Statements In Line
- ☐ Email Statements as Attachments
- ☐ Labels (All)
- ☐ Labels w/o Email
- ☐ List of Statements to be Emailed

➤ [Who gets these?](#)

**You are all set!**