



## **Vanco Integration Setup Guide**

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**Icon Systems**

Simple to Use. Power to Grow.

<b>Importing From:</b> <ul style="list-style-type: none"><li>• Vanco eCheck</li><li>• Vanco Credit/Debit Card Processing</li></ul>	<b>Importing To:</b> <ul style="list-style-type: none"><li>• IconCMO – Church Management Online</li></ul>
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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.cognitofrms.com/VancoPayments/merchantaccountupdateform>

#### **Vanco**

Client Services: 800-675-7430 or [cs@vancopayments.com](mailto: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](mailto: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	<input type="text"/>
State ID	<input type="text"/>
Sales Tax Exempt	<input type="text"/>
State Unemployment	<input type="text"/>
Unemployment Tax Rate	<input type="text"/> %
First Month in Fiscal Year	January ▼
Beginning Balance Date	12/30/2018
Reversing Journal Type	Reverse Journal ▼
First Month for Giving FY	January ▼

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 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 speed up the entering of donations for the end user and reduce the chance of errors and 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 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 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 screenshot displays the 'Imported Batches from Vanco' interface. On the left, there are settings for automatic imports: 'Donor # Year' is set to '2022', 'Automatically Import' is set to 'Weekly', and a 'Save' button is visible. Below this, a message states: 'Your next batch will be automatically imported on 08/31/2022 using the date range 08/21/2022 to 08/27/2022.' At the bottom left, there is a checkbox labeled 'Combine ACH and CC Donations' which is currently unchecked. On the right, a table titled 'Imported Batches from Vanco' is shown. The table has columns for 'Batch Name', 'Total', 'Status', and 'Error'. The table is currently empty, displaying the message 'There are no records to show.' At the bottom of the table area, there are two buttons: 'Submit Selected Batches to Donation Entry' and 'Delete Selected Batches'.

### Scheduling Imports

The default for your account will be to auto-import your Vanco batches weekly. 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 from 09/21/2024 will be imported on 09/25/2024.

Import Date	Batch Date	From Date	To Date
09/25/2024	09/21/2024	09/21/2024	09/21/2024

### 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 09/30/2024 to 10/05/2024 will be imported using two batches on 10/08/2024.

Import Date	Batch Date	From Date	To Date
10/08/2024	09/30/2024	09/29/2024	09/30/2024
10/08/2024	10/05/2024	10/01/2024	10/05/2024

- Donations recorded in Vanco from 10/06/2024 to 10/12/2024 will be imported using a single batch on 10/16/2024.

Import Date	Batch Date	From Date	To Date
10/16/2024	10/12/2024	10/06/2024	10/12/2024

## Monthly Import

- Donations recorded in Vanco for the entire month of 09/01/2024 - 09/30/2024 will be imported on 10/03/2024.

Import Date	Batch Date	From Date	To Date
10/03/2024	09/30/2024	09/01/2024	09/30/2024

## 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. Choose if you'd like to Group the Donations by Day- meaning separate batches for each date within the date range, or not- meaning all donations within the date range provided will be in a single batch.
3. Click the 'Import from Vanco' button. Transactions that were posted during the date range will be imported into CMO.

Donor # Year  Created Date

Created By

Batch Name

From Date   Group Donations By Day

To Date

Combine ACH and CC Donations

### Imported Batches from Vanco

<input type="checkbox"/>	Batch Name	Total	Status	Error	...
<input type="checkbox"/>	VNC Sep18 2024 to Sep25 2024	1140.00	Matched		
<input type="checkbox"/>	VNC Aug24 2024 to Aug24 2024	905.00	Matched		
<input type="checkbox"/>	VNC Aug23 2024 to Aug23 2024	925.00	Matched		
<input type="checkbox"/>	VNC Aug22 2024 to Aug22 2024	995.00	Matched		
<input type="checkbox"/>	VNC Aug21 2024 to Aug21 2024	1230.00	Matched		
<input type="checkbox"/>	VNC Aug20 2024 to Aug20 2024	990.00	Matched		
<input type="checkbox"/>	VNC Aug19 2024 to Aug19 2024	1195.00	Matched		
<input type="checkbox"/>	VNC Aug18 2024 to Aug18 2024	1155.00	Matched		

## 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 a donor.

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

Donor # Year 2024

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

Your next batch will be automatically imported on **09/26/2024** using the date range 09/22/2024 to 09/22/2024.

Import Manually

Combine ACH and CC Donations

### Imported Batches from Vanco

<input type="checkbox"/> Batch Name	Total	Status	Error	...
<input type="checkbox"/> VNC Aug08 2024 to Aug08 2024	1250.00	Review 1 Unmatched		
<input type="checkbox"/> VNC Aug07 2024 to Aug07 2024	1120.00	Matched		
<input type="checkbox"/> VNC Aug06 2024 to Aug06 2024	1225.00	Matched		
<input type="checkbox"/> VNC Aug05 2024 to Aug05 2024	1005.00	Matched		
<input type="checkbox"/> VNC Aug04 2024 to Aug04 2024	1050.00	Matched		
<input type="checkbox"/> VNC Aug03 2024 to Aug03 2024	985.00	Matched		
<input type="checkbox"/> VNC Aug02 2024 to Aug02 2024	1040.00	Matched		
<input type="checkbox"/> VNC Aug01 2024 to Aug01 2024	1070.00	Matched		

Submit Selected Batches to Donation Entry
Delete Selected Batches

The preview window will display a list of the transactions imported from Vanco on the left and a list of people with donor numbers in IconCMO on the right.

In the list on the left in the **Matched** column, a **Yes** or **No** appears, indicating which records in that batch have or have not been matched to a donor in IconCMO.

VNC Aug08 2024 to Aug08 2024

A Find

colt Find

**List of Vanco Donors**

Ref #	Donor #	Check #	Name	Matched
1466	0	1504	Janet & Markus Colter	No
1361	162	1462	Angela Koelle	Yes
1293	0	6219	Anthony Jackson	Yes
1244	0	1151	Billy Wolfeschlegelsteinhausenbergerdort	Yes
1353	89	8215	Carrie Ferguson	Yes

**List of available donors**

Donor #	Name	Member
0	Colter, Janet & Markus	
0	Connors, Johnny	
65	Cornes, Jace & Cinde	
66	Correll, Muna & Sarajane	
0	Cuban, Mark	
67	Cyngier, Trev & Annet	

Janet & Markus Colter

unknown, MN

\$30.00
Check 1504
Modify Check #

Colter, Janet & Markus

unknown, MN

Match -->

Clear Match

Delete Trx

Close Window

1. If “No” appears in the Matched column in the Vanco list on the left, click on the ‘Ref #’ in the far left column, and that donor’s name, address, and donation amount provided by Vanco will appear in the gray boxes below.
2. Then, find the corresponding record in IconCMO using the list on the right and click on the ‘Donor #’ to populate the donor’s name and address in IconCMO in the gray boxes below.  
*Note: You can use the find button in the upper right of the screen to locate IconCMO donors quickly. Type the last name or the first few letters in the field to the left and click ‘Find’ to jump to that spot in the list alphabetically.*
3. If the information listed in both sets of gray boxes is a match, click on the ‘Match →’ button between the lists. 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 window on the right, make sure the household/individual record exists in IconCMO and has been assigned a donor number under Donations→Donor numbers.

IconCMO will remember your matches and continue to match the same donor to the same recurring transactions the next time. (The only exception is if a donor 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 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 Batch to Donation Entry

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

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

**Imported Batches from Vanco**

<input type="checkbox"/>	Batch Name	Total	Status	Error
<input checked="" type="checkbox"/>	VNC Mar17 2025 to Mar17 2025	1000.00	Matched	
<input checked="" type="checkbox"/>	VNC Mar16 2025 to Mar16 2025	1130.00	Matched	
<input checked="" type="checkbox"/>	VNC Mar15 2025 to Mar15 2025	1095.00	Matched	
<input checked="" type="checkbox"/>	VNC Mar14 2025 to Mar14 2025	840.00	Matched	
<input type="checkbox"/>	VNC Mar13 2025 to Mar13 2025	1225.00	Matched	
<input type="checkbox"/>	VNC Mar12 2025 to Mar12 2025	1270.00	Matched	
<input type="checkbox"/>	VNC Mar11 2025 to Mar11 2025	1000.00	Matched	
<input type="checkbox"/>	VNC Mar10 2025 to Mar10 2025	1000.00	Matched	

A pop-up window will appear stating that the request was complete or the process aborted if there were any errors. Once you click 'OK' with no errors, it will bring you to the below screen.

Batch ID	Year	Date	Batch Name	Donations	Accounting Action
764	2024	09/25/2024	VNC Sep18 2024 to Sep25 2024	\$1,140.00	<a href="#">Send to Accounting</a>
757	2024	09/24/2024	September 24th 2024	\$175.00	
756	2024	09/19/2024	VNC Sep19 2024 to Sep19 2024	\$1,165.00	

The system does check for duplicate dates. This means if you have already submitted a batch for September 1, 2024 - September 7, 2024, and now you are trying to submit a batch for September 7, 2024 - September 13, 2024, you will get this error due to September 7th being duplicated:

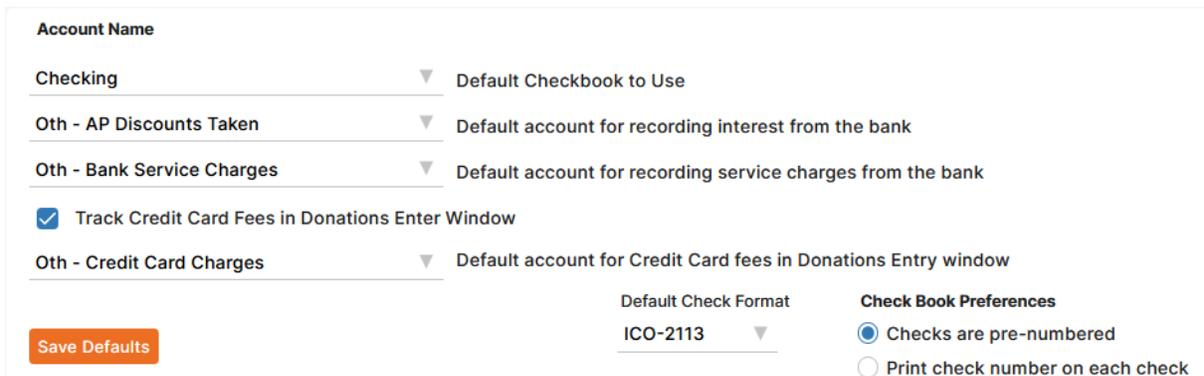

 One or more of the selected batches has similar Vanco batches already submitted. Would you still like to continue?

This is simply a warning, you can click 'OK' to process or 'Cancel' to stop the process. Often, this overlap may be on purpose, but we have this warning in case it isn't to avoid duplication of donations.

## Tracking Vanco Fees

In IconCMO, you have an option to track Vanco fees. This option is found 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. 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. (See image below)

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



**Account Name**

Checking	▼	Default Checkbook to Use
Oth - AP Discounts Taken	▼	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 Donations Enter Window

Oth - Credit Card Charges	▼	Default account for Credit Card fees in Donations Entry window
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**Default Check Format**  
ICO-2113 ▼

**Check Book Preferences**

- Checks are pre-numbered
- Print check number on each check

[Save Defaults](#)

**You are all set!**