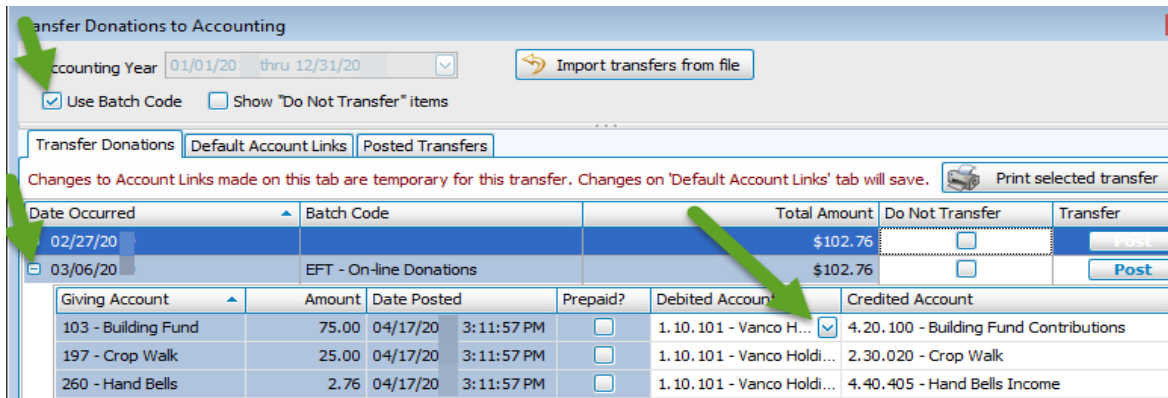


When Vanco giving is imported into Donations and transferred to Accounting, it is for the total amount of the gift. But when Vanco deposits the giving into the church's bank account, they adjust the amount for their fee.

Fees could make reconciling bank statements challenging. Reports that may be helpful with the reconciliation include the Deposit Report, Merchant Services Deposit Report and online banking activity reports.

Option 1 is a recommended way to handle Vanco fees.

1. Create a new Asset Account #1 called - Vanco Holding account.
Create a new Expense Account #5 called - Vanco Fees account.
2. Keep Vanco batches separate from regular giving so that they can be sent to the Vanco Holding account. On the *Transfer Donations to Accounting* screen, check *Use Batch Codes* to keep transactions separate. When transferring Vanco batches, change the *Debited Account* to Vanco Holding account. To do this, expand each date, then click under the *Debited Account* which makes a drop arrow appear. Choose the Vanco Holding account for each and click *Post* for each date.

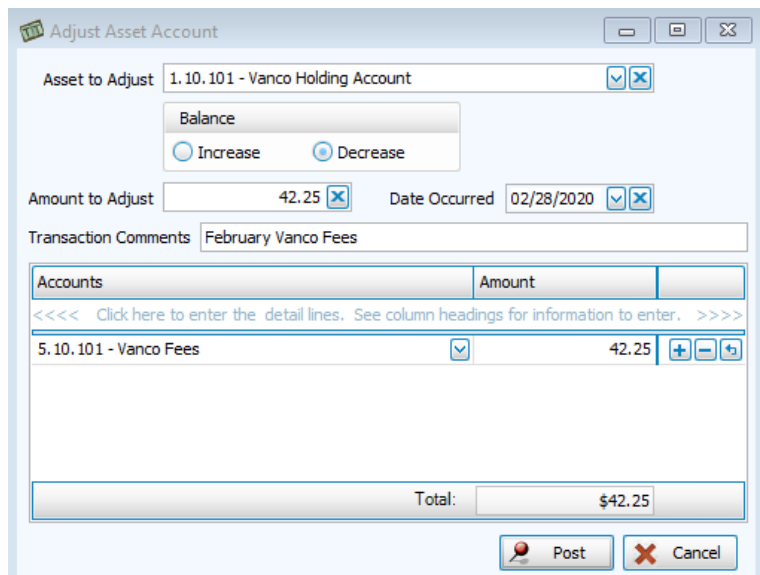


Date Occurred	Batch Code	Total Amount	Do Not Transfer	Transfer
02/27/20		\$102.76	<input type="checkbox"/>	<input type="button" value="Post"/>
03/06/20	EFT - On-line Donations	\$102.76	<input type="checkbox"/>	<input type="button" value="Post"/>

Giving Account	Amount	Date Posted	Prepaid?	Debited Account	Credited Account
103 - Building Fund	75.00	04/17/20 3:11:57 PM	<input type="checkbox"/>	1. 10. 101 - Vanco H...	4. 20. 100 - Building Fund Contributions
197 - Crop Walk	25.00	04/17/20 3:11:57 PM	<input type="checkbox"/>	1. 10. 101 - Vanco Holdi...	2. 30. 020 - Crop Walk
260 - Hand Bells	2.76	04/17/20 3:11:57 PM	<input type="checkbox"/>	1. 10. 101 - Vanco Holdi...	4. 40. 405 - Hand Bells Income

3. In Accounting, the full amount appears in the Vanco Holding account, record an *Adjust Asset* transaction to reduce the account by the amount of the fees charged by Vanco.

- Accounting>Transactions>Other>Adjust Asset
- Asset to Adjust is the Vanco Holding account
- Decrease the Balance
- Amount to Adjust is the total amount of the fees assessed
- Date Occurred is the date Vanco deposited the donations into your bank account. Use the report from Vanco to figure out this date.
- Comments – Explanation of the fee, if desired.
- In the lower half of the screen, choose the *Vanco Fees Expense* account. Record the same fees there.
- Click *Post*
- Once the transaction has been posted, the remaining balance in the Holding Asset should be the net amount deposited into the bank account.



Adjust Asset Account

Asset to Adjust: 1. 10. 101 - Vanco Holding Account

Balance: Increase Decrease

Amount to Adjust: 42.25 Date Occurred: 02/28/2020

Transaction Comments: February Vanco Fees

Accounts	Amount
<<<< Click here to enter the detail lines. See column headings for information to enter. >>>>	
5. 10. 101 - Vanco Fees	42.25
Total: \$42.25	

4. Create a *Transfer* in Accounting to represent the bank deposit
 - *Accounting>Transactions>Transfer*
 - *Date* is the date Vanco deposited the donations into your bank account.
 - *From Account* is the Vanco Holding Asset
 - *To Account* is the Asset that represents your bank account where the money was deposited
 - Amount to transfer in the *Amount* field
 - *Payment Type* is EFT
 - *Comments* – explanation of the net credit card deposit, if desired
 - Click *Done Add to Batch*
 - Click *Post*
 - After the transfer, the *Holding Account* should zero out. If it does not, there may be more transactions to post.

Option 2 - transfers the donation batch for the total given directly to the asset account. This option could make reconciling your bank statement challenging since deposit dates, amounts and fees in Church Windows Accounting may not precisely match those on your bank statement.

1. There is a deposit difference because of the fee, which can be adjusted using the *Adjust Asset* feature in Accounting. Go to *Transactions>Other>Adjust Asset*.
 - Choose the *Asset to Adjust*
 - Click *Decrease* to reduce balance
 - *Amount to Adjust* is the amount of the fee for the particular Donation date
 - The *Date Occurred* is the date of the transaction, which matches the date of the deposit at the bank
 - The *Account* is the expense account you have for the Vanco fees.
2. On the bank reconciliation screen clear the deposit and the amount of the fee.
 - On the *Deposit* tab, clear the DONA transaction.
 - On the *Withdrawal* tab, clear the Journal Entry for the fee.
 - The two entries in Church Windows nets out to the amount deposited in the bank.

NOTE: Option 2 has fewer steps than Option 1, but keep in mind that your bank reconciliation may not reconcile each month because of fees in transit. Option 2 may be more suited to smaller churches with fewer online transactions.