This document walks through handling Online Donations from Vanco from start to finish using a monthly processing cycle. ***Note:*** *You may also choose to perform these steps for daily or weekly processing cycles.*

This document includes:

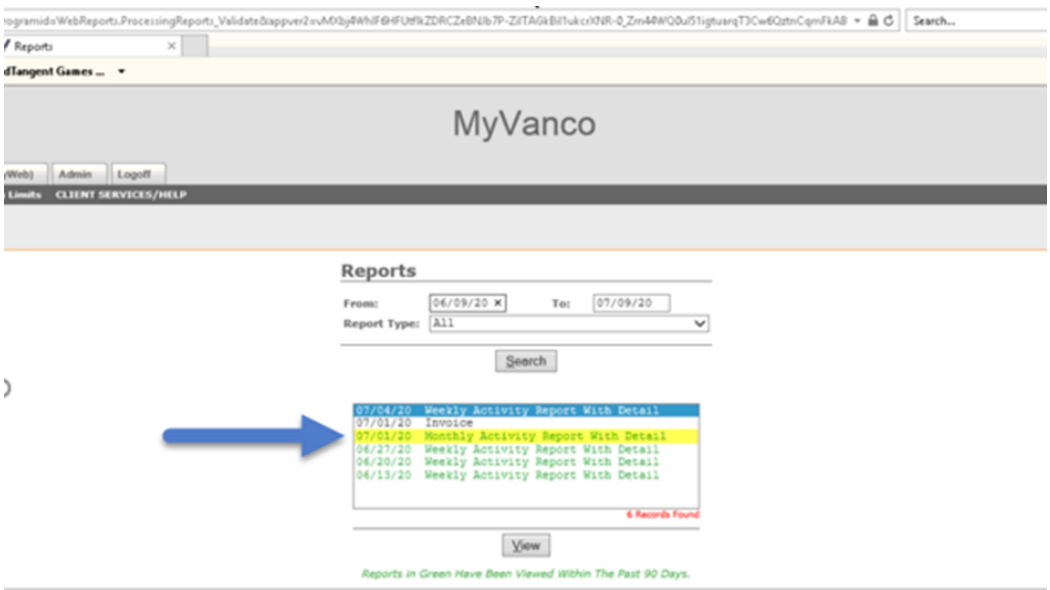
1. **Initial Setup for processing Vanco Online transactions.**
2. **Print Monthly Activity Report with Detail.**
3. **Importing Donations - including matching Givers/Giving Accounts, posting donations, and transferring to Accounting.**
4. **Processing Accounting Transactions - including the monthly posting of transaction fees, posting a monthly Vanco invoice, and Vanco direct deposits of online donations.**

1. Initial Setup for processing Vanco Online transactions

- For these processing steps, Vanco IDs for MyVanco login and Vanco Download login are needed.
- Create a new Batch Code for Online Giving in Donations.
- Create a new Giving Account for Transaction Fees in Donations.
- Create a new Asset account (#1) for Vanco Holding in Accounting.
- Create a new Expense account (#5) for Vanco Transaction Fees in Accounting.
- Optional - If you wish to see the monthly Vanco bill separately, create a new Expense account (#5) for the Vanco Monthly Fees in Accounting.

2. Print Vanco Report for the Month

- Log on to myvanco.com and sign in to the church's account.
- Select *Reports.*
- Set the *Date Range.*
- Select the *Monthly Activity Report with Detail.*
- Click *Search.*
- Select the desired report from the list and click *View.*
- *Print* the report. (This report will be used later in the process).



Note: *You may also wish to print the Active Members or Active Funds Report on the Report Generator option on myvanco.com. These reports may make handling unmatched items easier. The information is also contained on the Monthly Activity Report with Detail section.*

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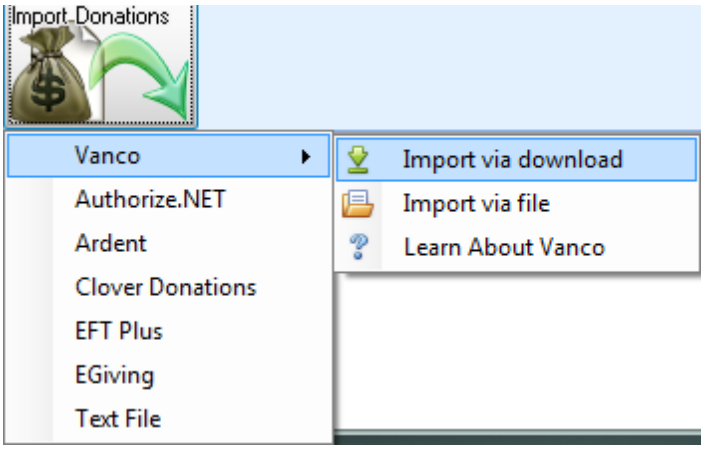
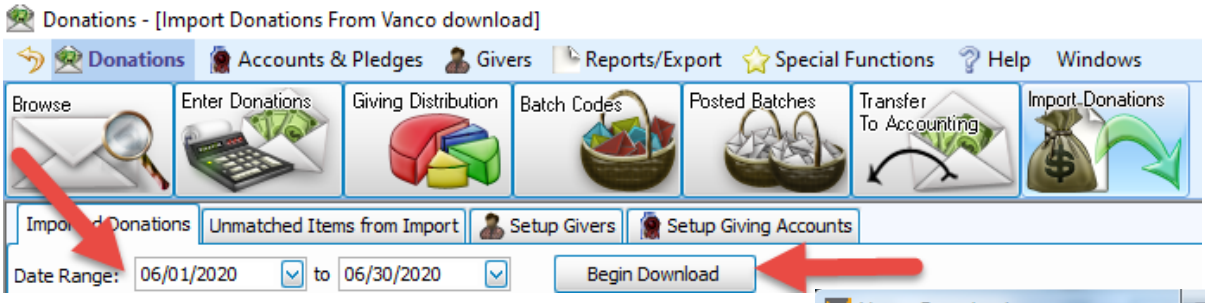
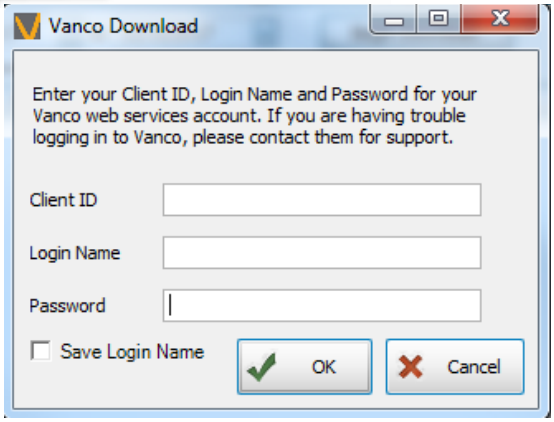
3. Import Vanco Transactions into Church Windows

Go to Donations>Import Donations>Vanco> Import via download



- Fill in the *Date Range* of the giving you would like to import.
- The date range should match the frequency of the *Monthly Activity Report with Detail* printed on Page 1.
- Click *Begin Download.*
- Click *Yes* to confirm the *Date Range.*



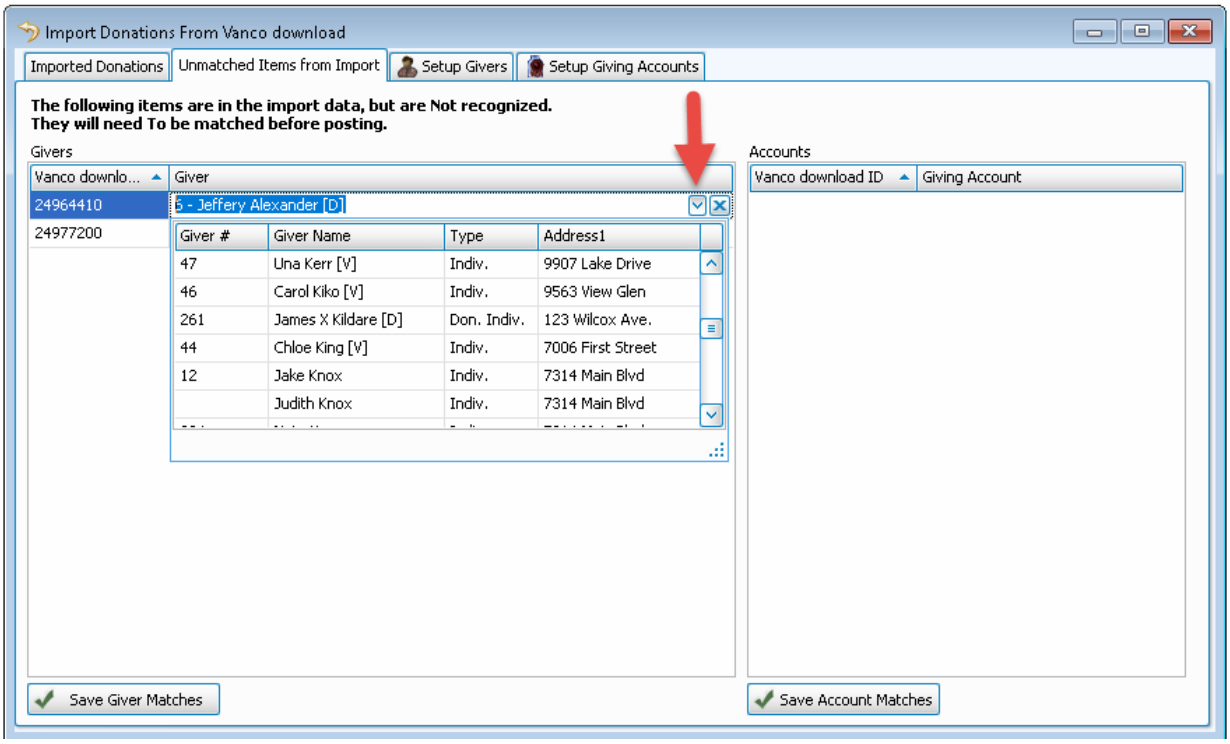


- Fill in the *Vanco Client ID, Login Name* and *Password.*
- Click OK.
- If you have any problems with the *Vanco Download log-in*, please contact Vanco via phone 800-675-7430 to resolve these issues.

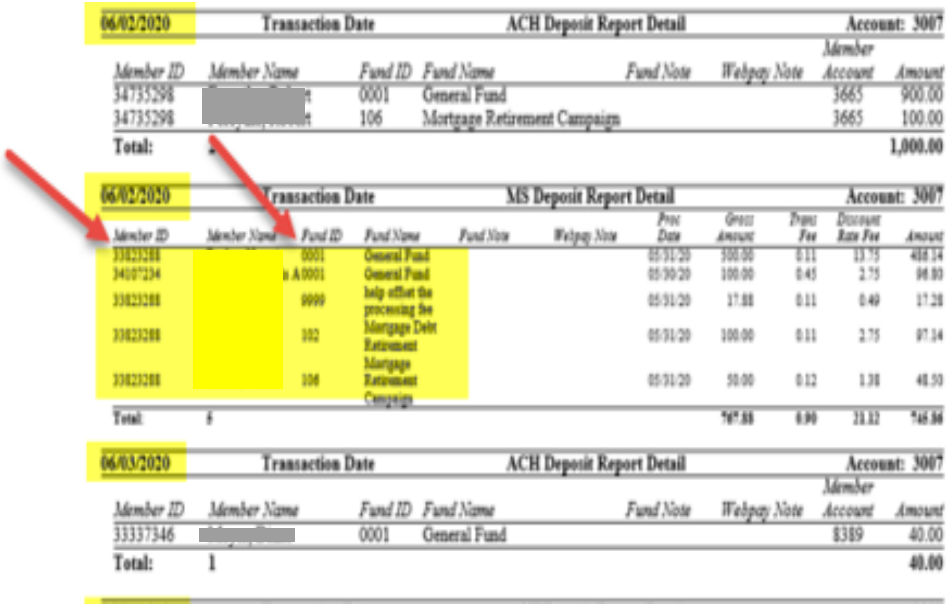
Resolve any Unmatched Givers or Accounts, if any

Any unmatched Vanco ID items will be displayed on the *Unmatched Items* from *Import tab* and must be matched to either the Member or Giving Account. When the matches have been entered successfully, click either *Save Giver Matches* or *Save Account Matches*.

Note: *the Vanco IDs do not need to match either the Giver Number or Account ID. For additional help, you may use the Active Members or Active Funds Report.*



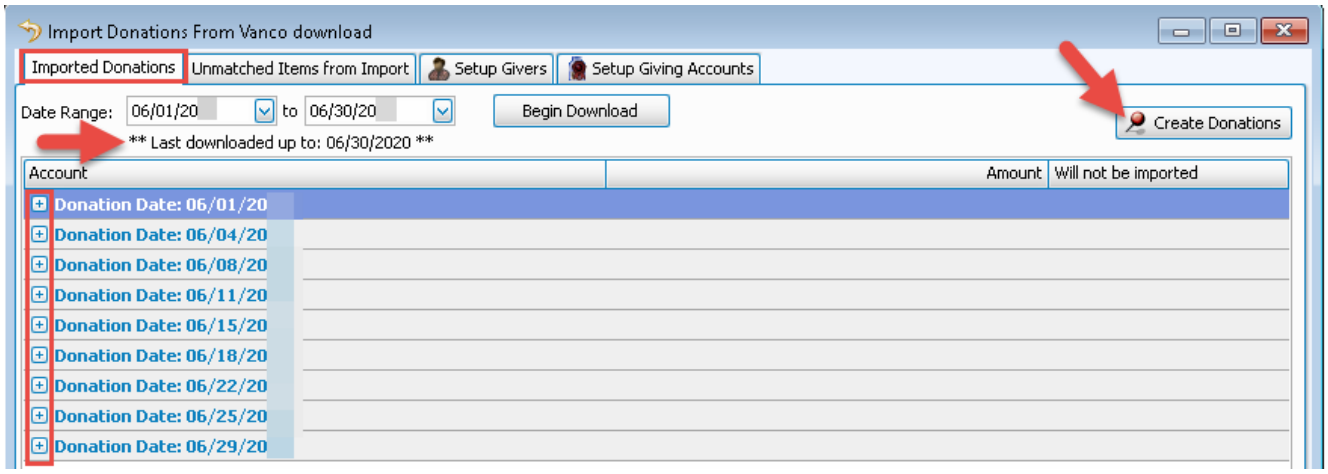
To locate the Vanco IDs, use the *Vanco Monthly Activity Report with Detail*.



Note: *You may also use the Active Members and/or Active Funds report from the Vanco Reports Generator Menu to obtain the same information not driven by date. This option is useful for the initial setup of the Vanco process.*

Create Donation Transactions

- Click the *Imported Donations* tab.

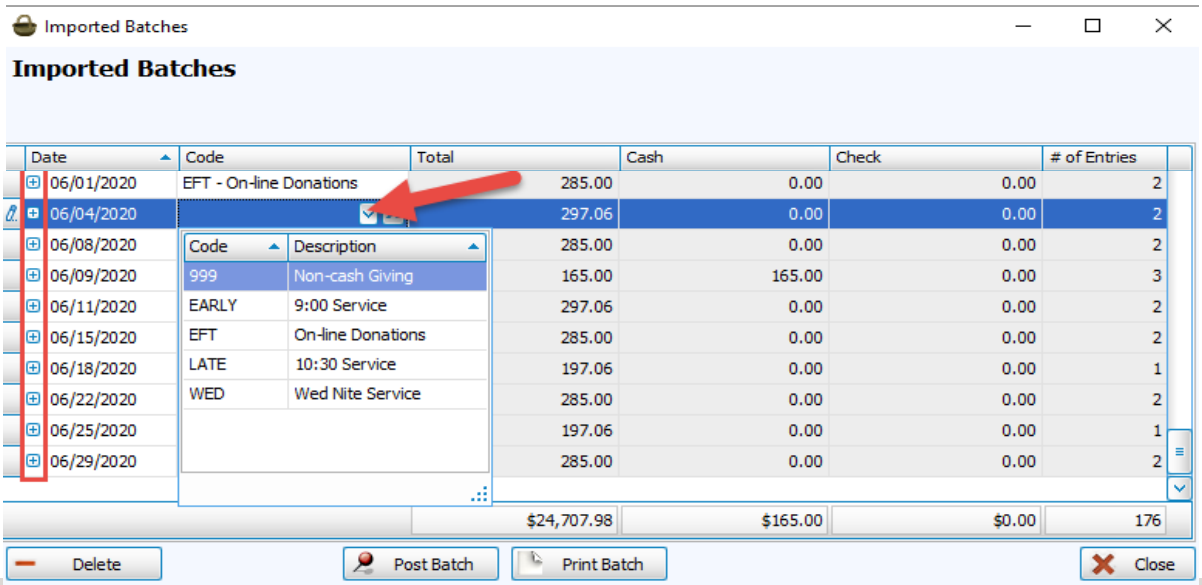


- To review the batches, expand the giving by clicking on the plus (+) to the left of the *Donation Date.* The last downloaded date is also displayed.
- The import does not allow duplicates because it tracks the Donation Date, Giver, Account, Amount and Payment Type. When duplicates are found, it will display a message stating duplicates will not be included in new batches to be posted.
- Click *Create Donations. If this button is disabled, you either have unmatched items or no new donations to post.*

Note: *If you close the import feature prior to clicking the create donations button, your imported data will not be saved.*

Assign Batch Code and Post Donations

- On the *Imported Batches* screen, you have the option to expand the batches to show the breakdown of giving, which includes the Credit Card or EFT payment methods by clicking the + button.
- To keep your online giving separated from other donations, you must add a *Batch Code* prior to posting for each batch listed:
- Highlight the batch.



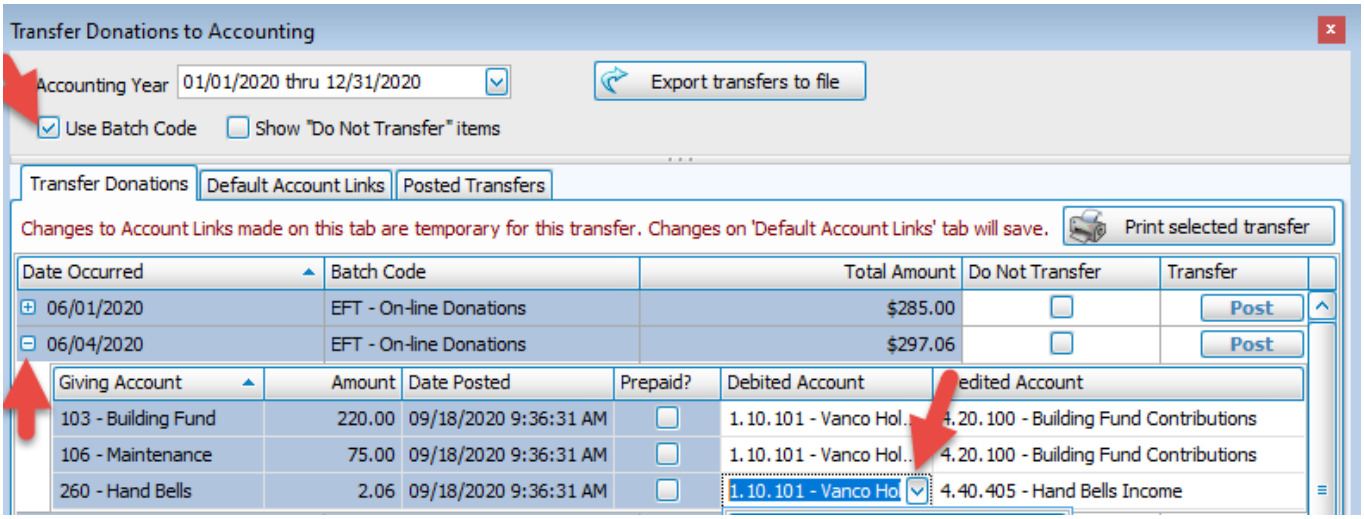
- Select the *Batch Code* for your online giving.
- Click *Post Batch* button and you may get the message the date does not fall on the standard posting day, click OK.

Note: *If you close the Imported Batches prior to Posting all the batches, they will be Saved and accessible in Unposted Batches in Enter Donations.*

Transfer Donation Batches to Accounting

Donations>Transfer to Accounting

When Vanco giving is imported in 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, the amount is adjusted for their fee. The bank reconciliation process will be less challenging utilizing the new Holding account for each deposit.



Vanco batches must be kept separate so they can be sent to the Vanco Holding account. Check *Use Batch Code*.

For each Online Batch listed:

- Expand the date by clicking the + button to the left of the *Date Occurred.*
- For <u>each</u> *Giving Account* listed, under the *Debited Account*, click the down arrow and choose your Vanco Holding Asset account (#1).
- Click *Post*.

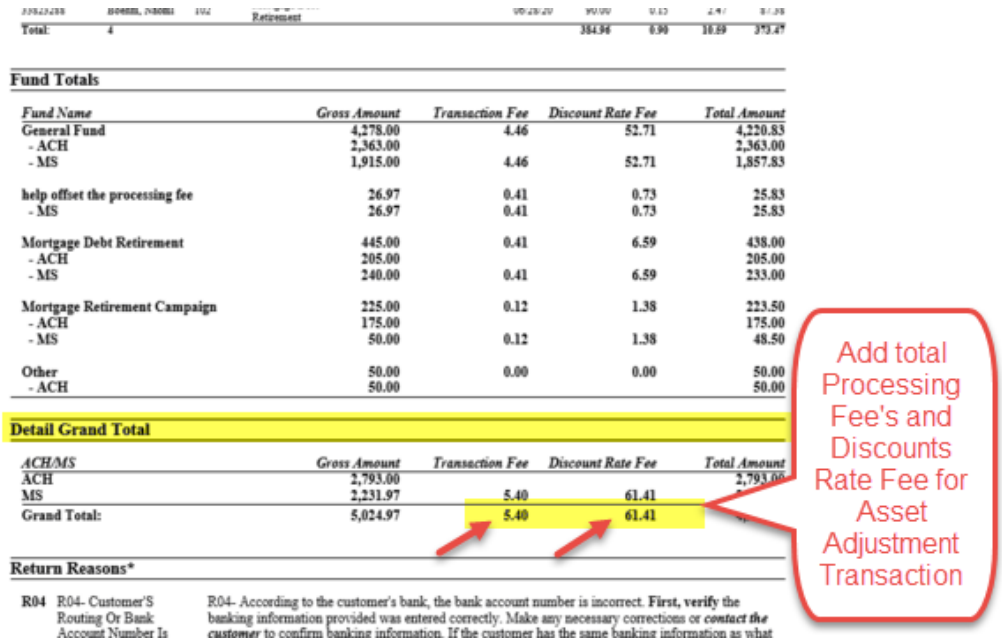
Do not continue until all of the donations for the month have been successfully imported and transferred to Accounting:

4. Handling the Transaction Processing in Accounting

Using the *Vanco Monthly Activity Report with Detail* from Step 1, go to the *Detail Grand Total Section* on the last page of the report.

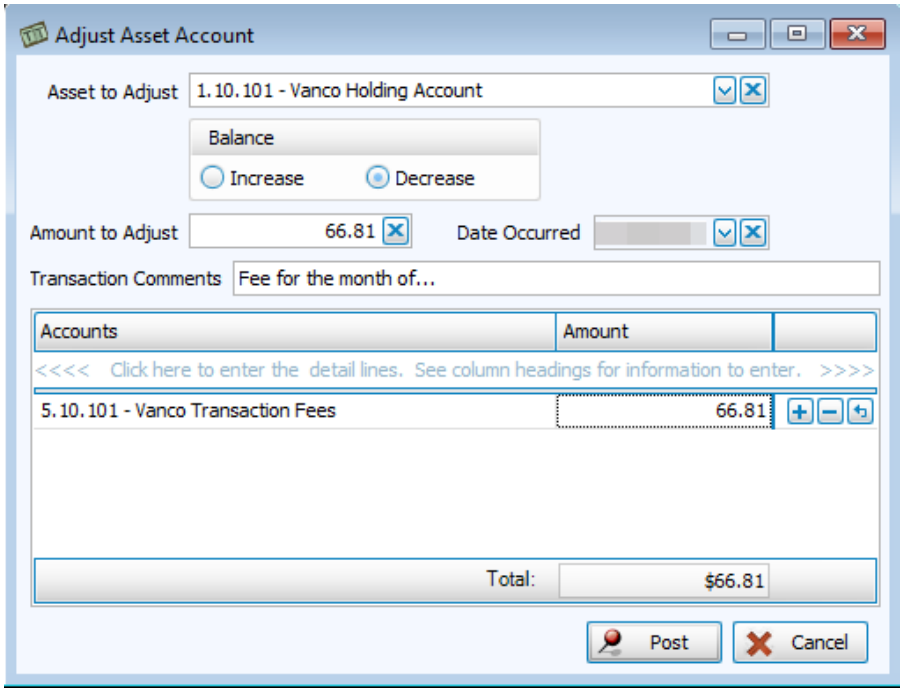
Calculate the total transaction fees for the month.

- Total Transaction Fees = *Grand Total Transactions Fee + Grand Total Discounted Rate Fee.*



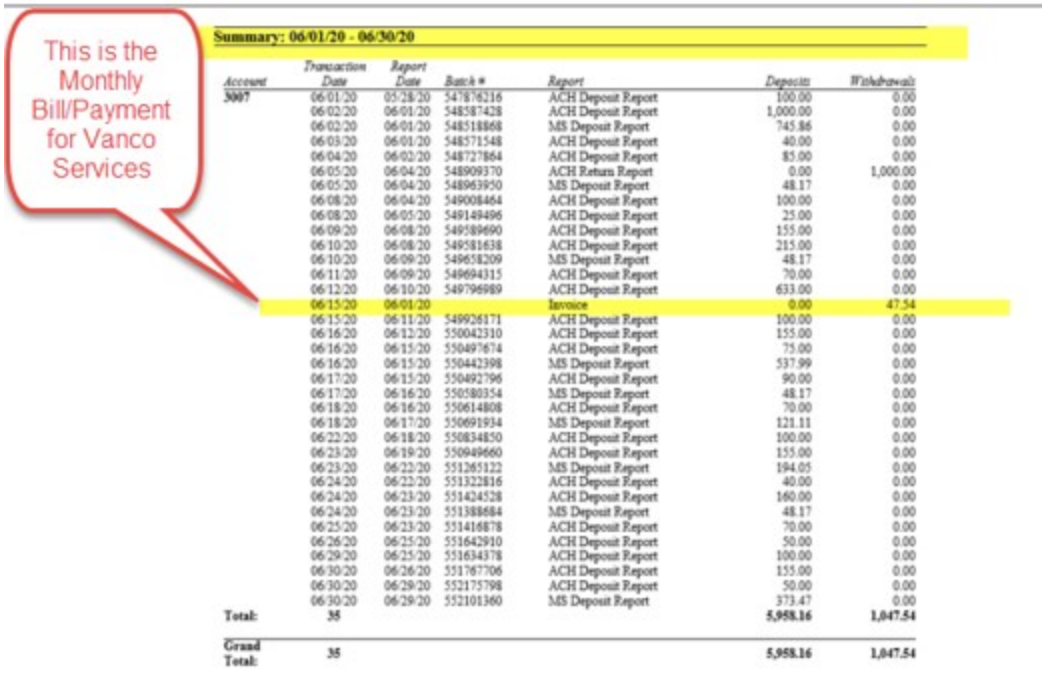
Go to *Accounting>Transactions>Other>Adjust Asset*

- From the dropdown list, select the *Asset to Adjust* Vanco Holding account (#1)
- Click *Decrease* to decrease the *Balance*
- *Amount to Adjust* is the total Transaction Fees for the period (shown above).
- *Date Occurred* is the last day of the Transaction Fee period.
- *Comments* - Vanco Fees for the month of...
- Under *Account* the other side of the entry which is the Vanco Transaction Fees (#5)
- Click *Post*



Handling the Vanco Monthly Invoice Payment

Using the *Vanco Monthly Activity Report with Detail* from Step 1, go to the *Summary Section* on the first page of the report.



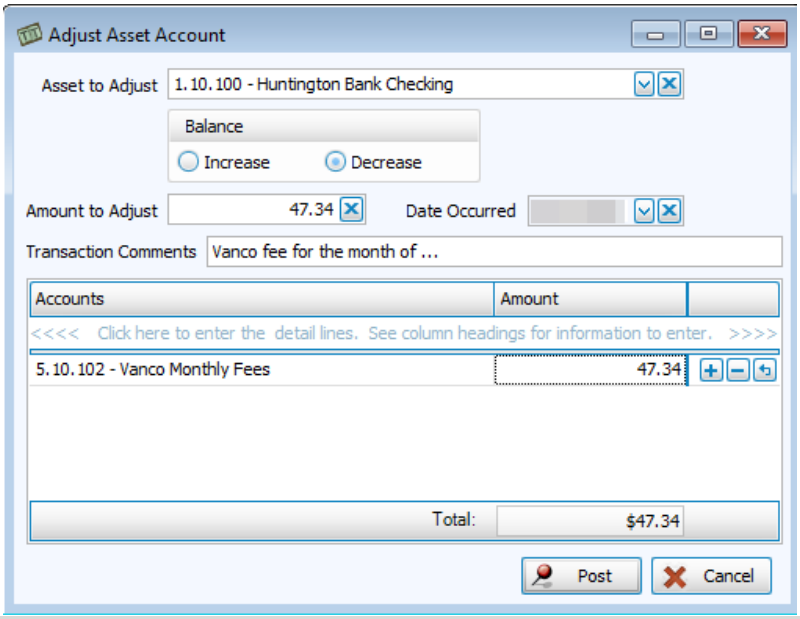
Summary: 06/01/20 - 06/30/20

Account	Transaction Date	Report Date	Batch #	Report	Deposits	Withdrawals
3007	06/01/20	05/28/20	547876216	ACH Deposit Report	100.00	0.00
	06/02/20	06/01/20	548587428	ACH Deposit Report	1,000.00	0.00
	06/02/20	06/01/20	548518868	MS Deposit Report	745.86	0.00
	06/03/20	06/01/20	548571548	ACH Deposit Report	40.00	0.00
	06/04/20	06/02/20	548727864	ACH Deposit Report	85.00	0.00
	06/05/20	06/04/20	548909370	ACH Return Report	0.00	1,000.00
	06/05/20	06/04/20	548963950	MS Deposit Report	48.17	0.00
	06/08/20	06/04/20	549008464	ACH Deposit Report	100.00	0.00
	06/08/20	06/05/20	549149496	ACH Deposit Report	25.00	0.00
	06/09/20	06/08/20	549589690	ACH Deposit Report	155.00	0.00
	06/10/20	06/08/20	549581638	ACH Deposit Report	215.00	0.00
	06/10/20	06/09/20	549658209	MS Deposit Report	48.17	0.00
	06/11/20	06/09/20	549694315	ACH Deposit Report	70.00	0.00
	06/12/20	06/10/20	549796989	ACH Deposit Report	633.00	0.00
	06/15/20	06/01/20		Invoice	0.00	47.54
	06/15/20	06/11/20	548926171	ACH Deposit Report	100.00	0.00
	06/16/20	06/12/20	550042310	ACH Deposit Report	155.00	0.00
	06/16/20	06/15/20	550497674	ACH Deposit Report	75.00	0.00
	06/16/20	06/15/20	550442398	MS Deposit Report	537.99	0.00
	06/17/20	06/15/20	550492796	ACH Deposit Report	90.00	0.00
	06/17/20	06/16/20	550580354	MS Deposit Report	48.17	0.00
	06/18/20	06/16/20	550614808	ACH Deposit Report	70.00	0.00
	06/18/20	06/17/20	550691934	MS Deposit Report	121.11	0.00
	06/22/20	06/18/20	550834850	ACH Deposit Report	100.00	0.00
	06/23/20	06/19/20	550949660	ACH Deposit Report	155.00	0.00
	06/23/20	06/22/20	551265122	MS Deposit Report	194.05	0.00
	06/24/20	06/22/20	551322816	ACH Deposit Report	40.00	0.00
	06/24/20	06/23/20	551424528	ACH Deposit Report	160.00	0.00
	06/24/20	06/23/20	551388684	MS Deposit Report	48.17	0.00
	06/25/20	06/23/20	551416878	ACH Deposit Report	70.00	0.00
	06/26/20	06/25/20	551642910	ACH Deposit Report	50.00	0.00
	06/29/20	06/25/20	551634378	ACH Deposit Report	100.00	0.00
	06/30/20	06/26/20	551767706	ACH Deposit Report	155.00	0.00
	06/30/20	06/29/20	552175798	ACH Deposit Report	50.00	0.00
	06/30/20	06/29/20	552101360	MS Deposit Report	373.47	0.00
Total:	35				5,958.16	1,047.54
Grand Total:	35				5,958.16	1,047.54

Note: *Date Occurred = Transaction Date*

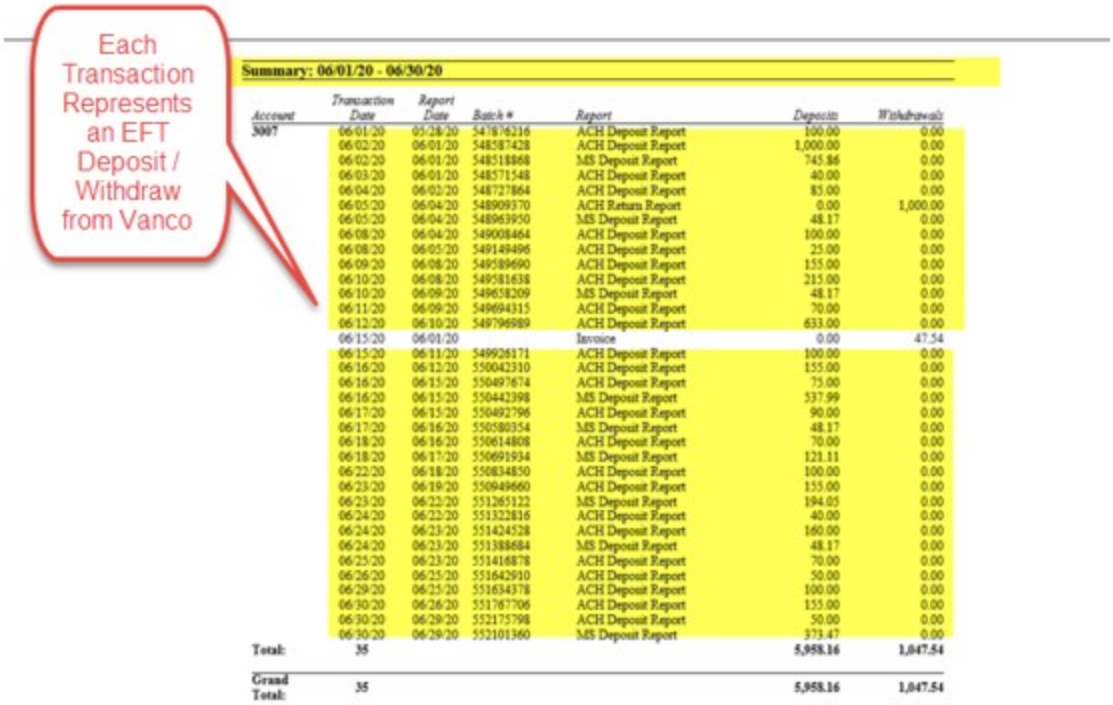
Go to Accounting>Transactions>Other>Adjust Asset

- From the dropdown list, select the *Asset to Adjust* church's checking account (#1)
- Click *Decrease* to decrease the *Balance*
- *Amount to Adjust* is the Vanco invoice Amount (shown above)
- *Comments* – Vanco Monthly Service Fee for the month of ...
- Under *Account* the other side of the entry which is the Vanco Monthly Fees (#5)
- Click *Post*



Process Vanco Deposits using Transfer (Bank Deposits)

Using the *Monthly Activity Report with Detail* from Step 1, go to the *Summary Section* on the first page of the report.



Account	Transaction Date	Report Date	Batch #	Report	Deposits	Withdrawals
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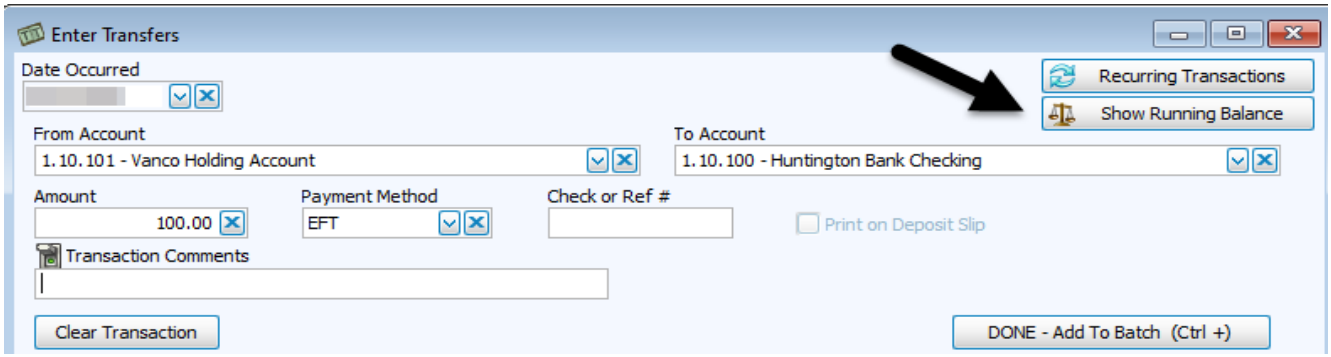
	06/02/20	06/01/20	548587428	ACH Deposit Report	1,000.00	0.00
	06/02/20	06/01/20	548518868	MS Deposit Report	745.86	0.00
	06/03/20	06/01/20	548571548	ACH Deposit Report	40.00	0.00
	06/04/20	06/02/20	548727864	ACH Deposit Report	85.00	0.00
	06/05/20	06/04/20	548909370	ACH Return Report	0.00	1,000.00
	06/05/20	06/04/20	548963950	MS Deposit Report	48.17	0.00
	06/08/20	06/04/20	549008464	ACH Deposit Report	100.00	0.00
	06/08/20	06/05/20	549149496	ACH Deposit Report	25.00	0.00
	06/09/20	06/08/20	549589690	ACH Deposit Report	155.00	0.00
	06/10/20	06/08/20	549581638	ACH Deposit Report	215.00	0.00
	06/10/20	06/09/20	549658209	MS Deposit Report	48.17	0.00
	06/11/20	06/09/20	549694315	ACH Deposit Report	70.00	0.00
	06/12/20	06/10/20	549796989	ACH Deposit Report	633.00	0.00
	06/15/20	06/01/20		Invoice	0.00	47.54
	06/15/20	06/11/20	549926171	ACH Deposit Report	100.00	0.00
	06/16/20	06/12/20	550042310	ACH Deposit Report	155.00	0.00
	06/16/20	06/15/20	550497674	ACH Deposit Report	75.00	0.00
	06/16/20	06/15/20	550442398	MS Deposit Report	537.99	0.00
	06/17/20	06/15/20	550492796	ACH Deposit Report	90.00	0.00
	06/17/20	06/16/20	550580354	MS Deposit Report	48.17	0.00
	06/18/20	06/16/20	550614808	ACH Deposit Report	70.00	0.00
	06/18/20	06/17/20	550691934	MS Deposit Report	121.11	0.00
	06/22/20	06/18/20	550834850	ACH Deposit Report	100.00	0.00
	06/23/20	06/19/20	550949660	ACH Deposit Report	155.00	0.00
	06/23/20	06/22/20	551265122	MS Deposit Report	194.05	0.00
	06/24/20	06/22/20	551322816	ACH Deposit Report	40.00	0.00
	06/24/20	06/23/20	551424528	ACH Deposit Report	160.00	0.00
	06/24/20	06/23/20	551388684	MS Deposit Report	48.17	0.00
	06/25/20	06/23/20	551416878	ACH Deposit Report	70.00	0.00
	06/26/20	06/25/20	551642910	ACH Deposit Report	50.00	0.00
	06/29/20	06/25/20	551634378	ACH Deposit Report	100.00	0.00
	06/30/20	06/26/20	551767706	ACH Deposit Report	155.00	0.00
	06/30/20	06/29/20	552175798	ACH Deposit Report	50.00	0.00
	06/30/20	06/29/20	552101360	MS Deposit Report	373.47	0.00
Total:	35				5,958.16	1,047.54
Grand Total:	35				5,958.16	1,047.54

Go to Accounting>Transactions>Transfer for each deposit record in the Summary Section:

- *Date Occurred* is the Transaction Date shown on the report
- *From Asset* is the Vanco Holding account (#1)
- *To Asset* is the church's bank account (#1)
- *Payment Type* is EFT
- *Amount* is the Deposit Amount shown on the report
- *Comments* enter if desired
- Click *Done add to Batch*



Once all transactions are entered use the *Show Running Balance* to review the transaction effect prior to posting. Any remaining balance will correspond to transactions that cross reporting periods and can be determined by the comparison of Transaction Date and Report Date shown on the report above.

- Click *Post*
- After the *Transfer,* the Holding account will contain only cross period amounts.