

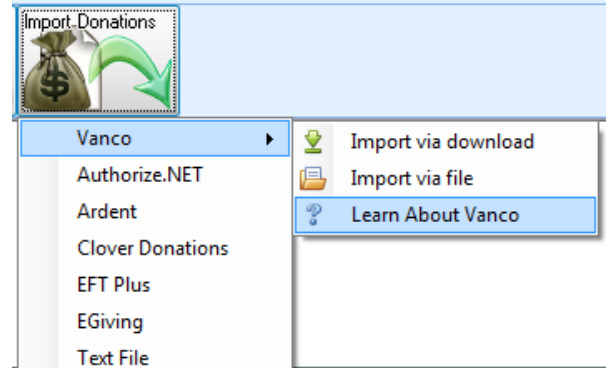
We have partnered with Vanco and created a direct donation import process to post online giving! To begin, you must be on Church Windows Version 20 SR2 or Newer!

## Setup with Vanco

If you are new to Vanco, go to *Donations>Import Donations>Vanco>Learn About Vanco* to become a **Vanco Client**.

Once you are **Vanco Client** and have a **Vanco Client ID**, [click to register with Vanco to be a Web Services User](#).

Complete the *Merchant Account Update Form*.



Be sure to check **Software Integration**, fill in the required(\*) information (including your **Vanco Client ID #**) and in the **Software/Web Processor Name** fill in *Church Windows* along with the *Software Version*.

### Merchant Account Update Form

Please allow 3-5 business days to complete your request. If we have any questions, we will reach out to you.

You have the ability to save and resume your form by clicking save in the bottom right corner. Once saved, you will have the option to copy a link or send an email to resume.

#### Account Update Options

What information are you looking to update on your account with Vanco?

<input checked="" type="checkbox"/> <b>Software Integration</b> <small>Are you looking for credentials to integrate your software?</small>	<input type="checkbox"/> <b>Banking Information</b> <small>Do you need to update or add bank accounts?</small>	<input type="checkbox"/> <b>Primary Contact</b> <small>Do you need to update the primary contact for your organization?</small>
<input type="checkbox"/> <b>Legal Organization Information</b> <small>Do you need to update legal name, DBA name, or Federal Tax Identification Number?</small>	<input type="checkbox"/> <b>Ownership change</b> <small>Do you need to update the ownership of your organization?</small>	<input type="checkbox"/> <b>Cancel Services</b> <small>Are you wanting to cancel your services?</small>

#### Contact Information

Contact First Name *	Contact Last name *
<input type="text"/>	<input type="text"/>
Contact Phone *	Contact Email *
<input type="text"/>	<input type="text"/>

**Please note:** Processing may take up to 5 Business days!

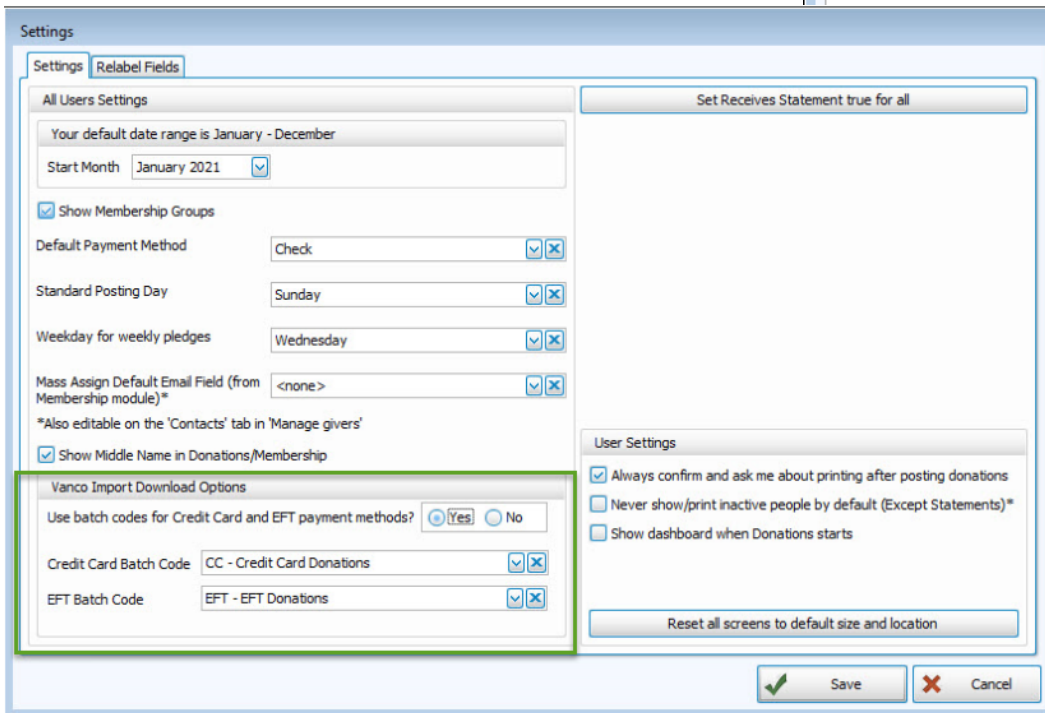
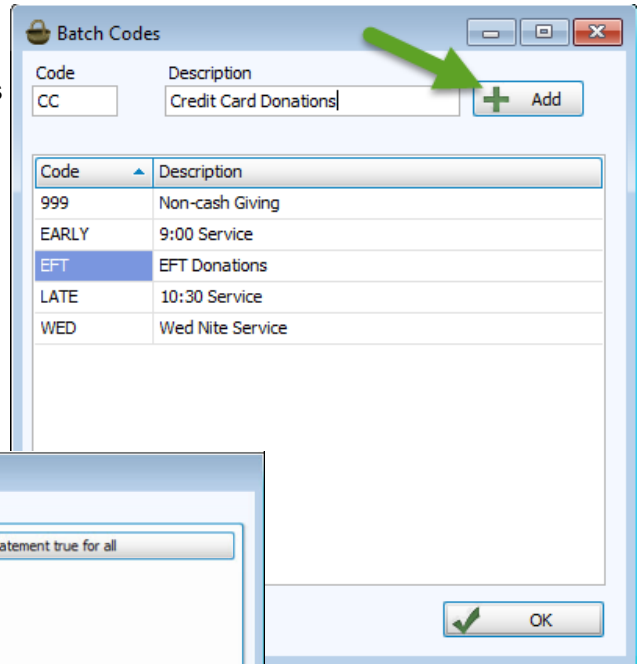
## In Church Windows Donations Create Batch Codes

In *Donations>Batch Codes* create Batch Codes for EFT Donations and Credit Card Donations. Once you create the *Code* and *Description*, click *Add*.

Click *OK*.

Go to *Special Functions>Settings*. At *Vanco Import Donations Options*, Use batch codes for Credit Card and EFT payment methods? Click *Yes*.

Fill in the *Credit Card Batch Code* and *EFT Batch Code* with the codes just created.

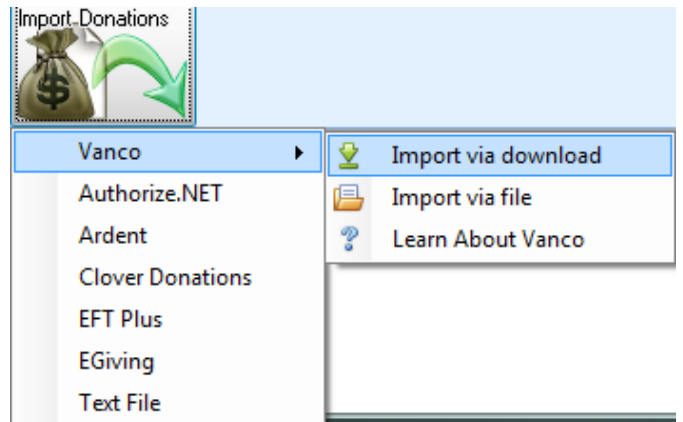


Once you have registered with Vanco and received your **Vanco Client ID, Login Name and Password**, go to *Donations> Import Donations>Vanco>Import via download*.

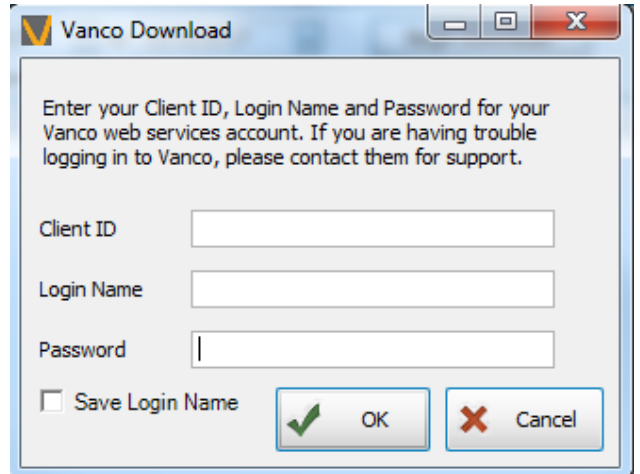
Fill in the *Date Range* of the giving you would like to import.

Click *Begin Download*.

Click *Yes* to confirm the *Date Range*.



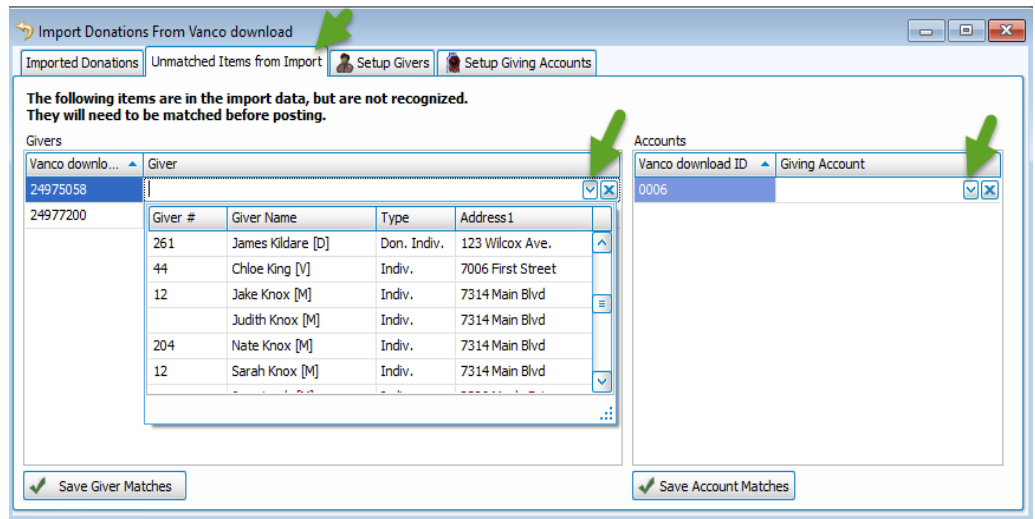
Fill in the **Vanco Client ID, Login Name and Password** assigned to your Vanco Account.



If there are any *Givers* with **Vanco IDs** not linked in *Church Windows Donations*, you will be able to manually match them in the *Unmatched Items from Import* tab. Contact Vanco via phone (800-675-7430) or website [www.vancopayments.com](http://www.vancopayments.com), and **Sign in** to access your church's list of **Vanco IDs**.

Match the **Vanco ID** with the correct *Giver* in *Donations* and *Save Giver Matches*. If new *Accounts* are added, be sure to match giving accounts and *Save Account Matches*.

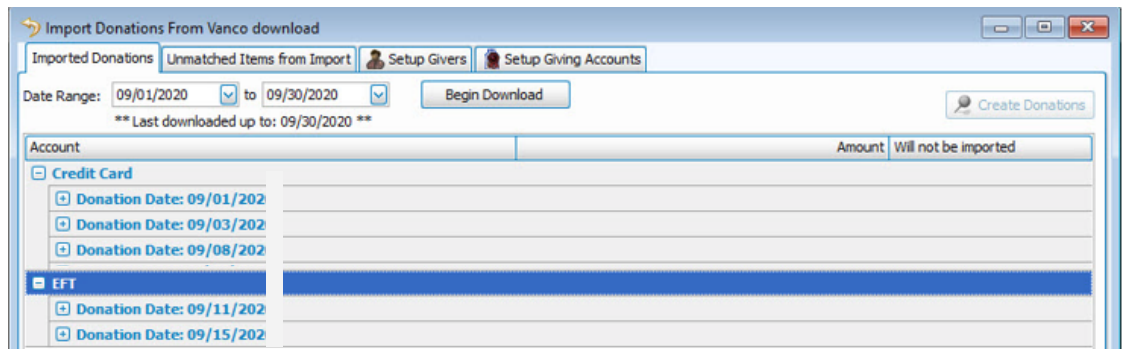
If a *Giver* would like to pay for their own Vanco Fees, set up a *Giving Account*. Go to *Donations>Donations & Pledges> + Giving Accounts*.



**NOTE:** the **Vanco ID** does not need to match the *Giver #* in *Donations*

After the givers are matched, click on the *Imported Donations* tab. To review the batches, expand the giving by clicking on the plus (+) to the left of the *Donation Date* for each date.

The *Last downloaded* date is updated based on the date range.



Click *Create Donations*.

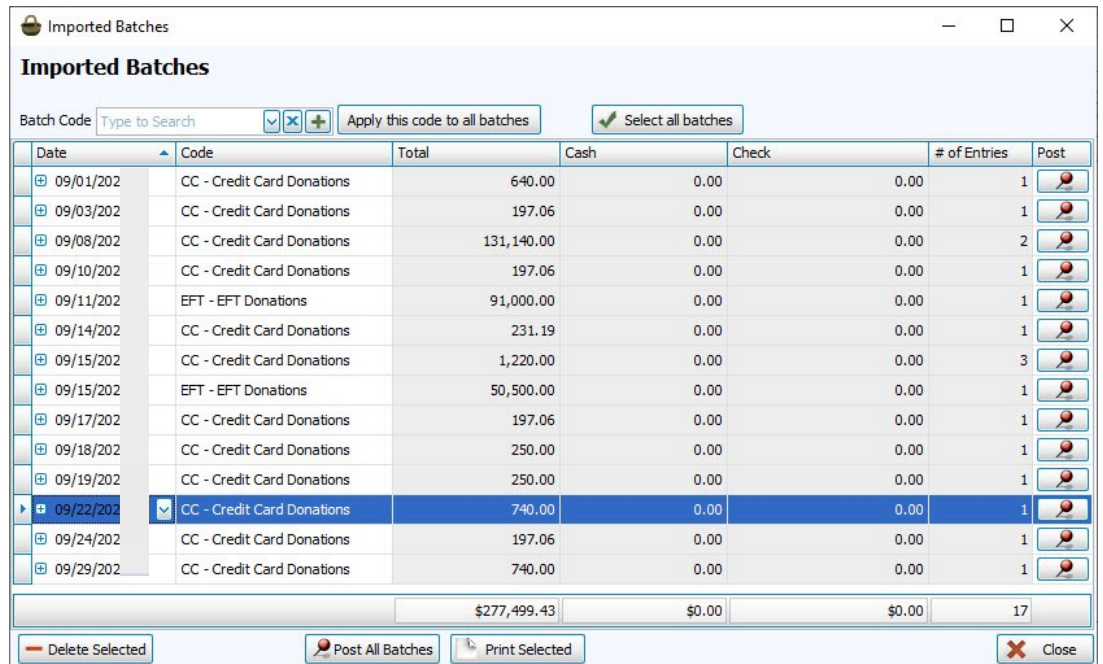
**NOTE:** The import does not allow duplicates because it tracks the *Donation Date, Giver, Account, Amount* and *Payment Type*. When it finds duplicates, it will display a message stating duplicates will not be included in new batches to be posted.

On the Imported Batches screen, each batch will be listed with the corresponding Batch Code.

You may get the message *Date does not fall on the standard posting day (Sunday)*.  
Click Yes

Click Yes

Click *Post All Batches*.



Date	Code	Total	Cash	Check	# of Entries	Post
09/01/2022	CC - Credit Card Donations	640.00	0.00	0.00	1	[Post]
09/03/2022	CC - Credit Card Donations	197.06	0.00	0.00	1	[Post]
09/08/2022	CC - Credit Card Donations	131,140.00	0.00	0.00	2	[Post]
09/10/2022	CC - Credit Card Donations	197.06	0.00	0.00	1	[Post]
09/11/2022	EFT - EFT Donations	91,000.00	0.00	0.00	1	[Post]
09/14/2022	CC - Credit Card Donations	231.19	0.00	0.00	1	[Post]
09/15/2022	CC - Credit Card Donations	1,220.00	0.00	0.00	3	[Post]
09/15/2022	EFT - EFT Donations	50,500.00	0.00	0.00	1	[Post]
09/17/2022	CC - Credit Card Donations	197.06	0.00	0.00	1	[Post]
09/18/2022	CC - Credit Card Donations	250.00	0.00	0.00	1	[Post]
09/19/2022	CC - Credit Card Donations	250.00	0.00	0.00	1	[Post]
09/22/2022	CC - Credit Card Donations	740.00	0.00	0.00	1	[Post]
09/24/2022	CC - Credit Card Donations	197.06	0.00	0.00	1	[Post]
09/29/2022	CC - Credit Card Donations	740.00	0.00	0.00	1	[Post]
		\$277,499.43	\$0.00	\$0.00	17	

Click *Close* and close the *Imported Batches* screen.

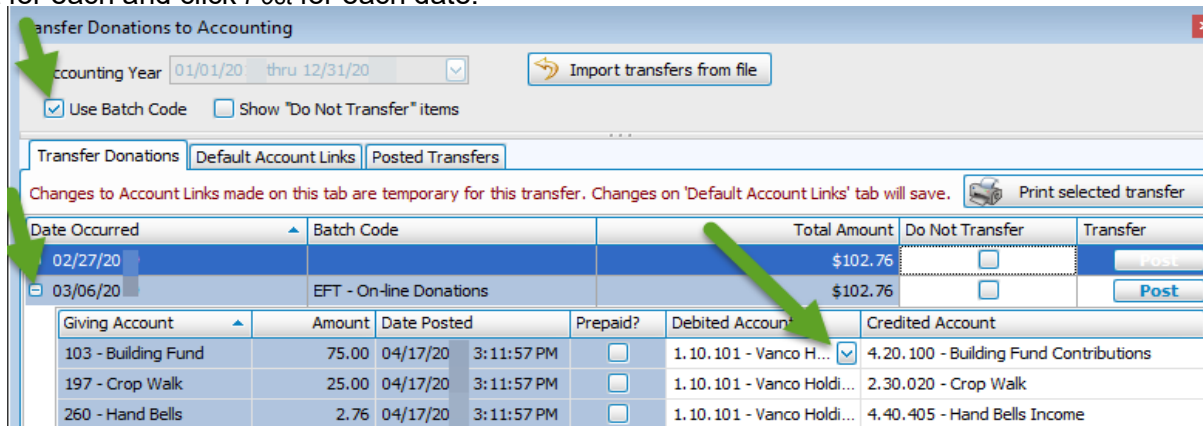
## Two options to handle Vanco fees in Accounting

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.



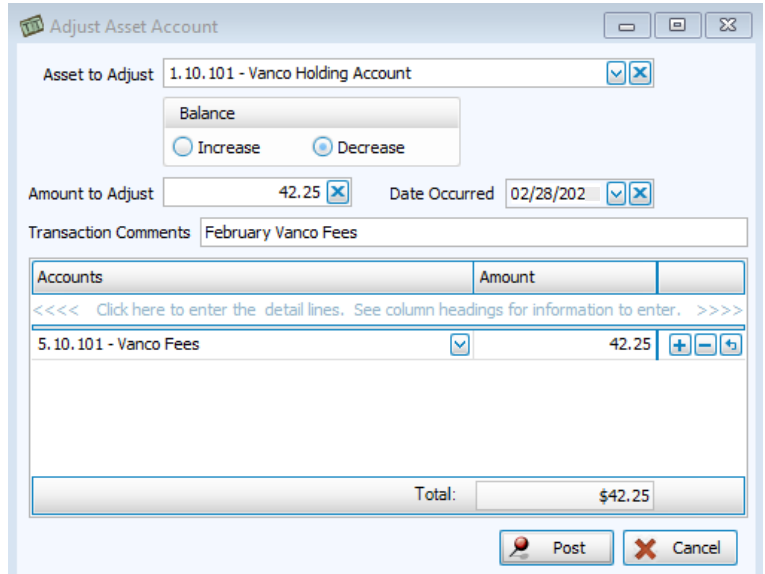
Date Occurred	Batch Code	Total Amount	Do Not Transfer	Transfer
02/27/20		\$102.76	<input type="checkbox"/>	[Post]
03/06/20	EFT - On-line Donations	\$102.76	<input type="checkbox"/>	[Post]

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.



Accounts	Amount
5. 10. 101 - Vanco Fees	42.25
<b>Total: \$42.25</b>	

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* may zero out. If it does not, there may be 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.