



Reconciling your bank statement with Church Windows Accounting may be challenging when you use an online giving company.

The steps below outline an option to handle online giving transactions imported from Vanco using a monthly processing cycle. This process has you post a Journal Entry in Accounting including the fees, the amount actually put in the

STEP 1 - Print Vanco *Monthly Activity Report with Detail* for the Month

If you do not receive this report via email:

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 is shown on the last page of this document).

VANCO

Monthly Activity Report With Detail

Date: 05/01/2023
Time: 05:29:09 CT

800-675-7430 (Phone)
cs@vancopayments.com

Phone: 574-936-2519

Client ID: ES803109

Summary: 04/01/23 - 04/30/23

Account	Transaction Date	Report Date	Batch #	Report	Deposits	Withdrawals
4593	04/03/23	03/30/23	684342670	ACH Deposit Report	100.00	0.00
	04/05/23	04/03/23	685006482	ACH Deposit Report	120.00	0.00
	04/05/23	04/04/23	685096152	MS Deposit Report	249.13	0.00
	04/06/23	04/04/23	685126710	ACH Deposit Report	50.50	0.00
	04/10/23	04/06/23	685390152	ACH Deposit Report	100.00	0.00
	04/17/23	04/01/23		Invoice	0.00	22.06
	04/17/23	04/13/23	686254754	ACH Deposit Report	100.00	0.00
	04/18/23	04/17/23	686780852	MS Deposit Report	123.72	0.00
	04/19/23	04/18/23	686909132	MS Deposit Report	249.13	0.00
	04/20/23	04/18/23	686943036	ACH Deposit Report	50.50	0.00
	04/24/23	04/20/23	687148074	ACH Deposit Report	661.10	0.00
	04/25/23	04/24/23	687570876	MS Deposit Report	29.50	0.00
Total:	12				1,833.58	22.06
Grand Total:	12				1,833.58	22.06

Note: You may also perform these steps on a weekly processing cycle. If so, you will use the *Weekly Activity Report with Detail*.

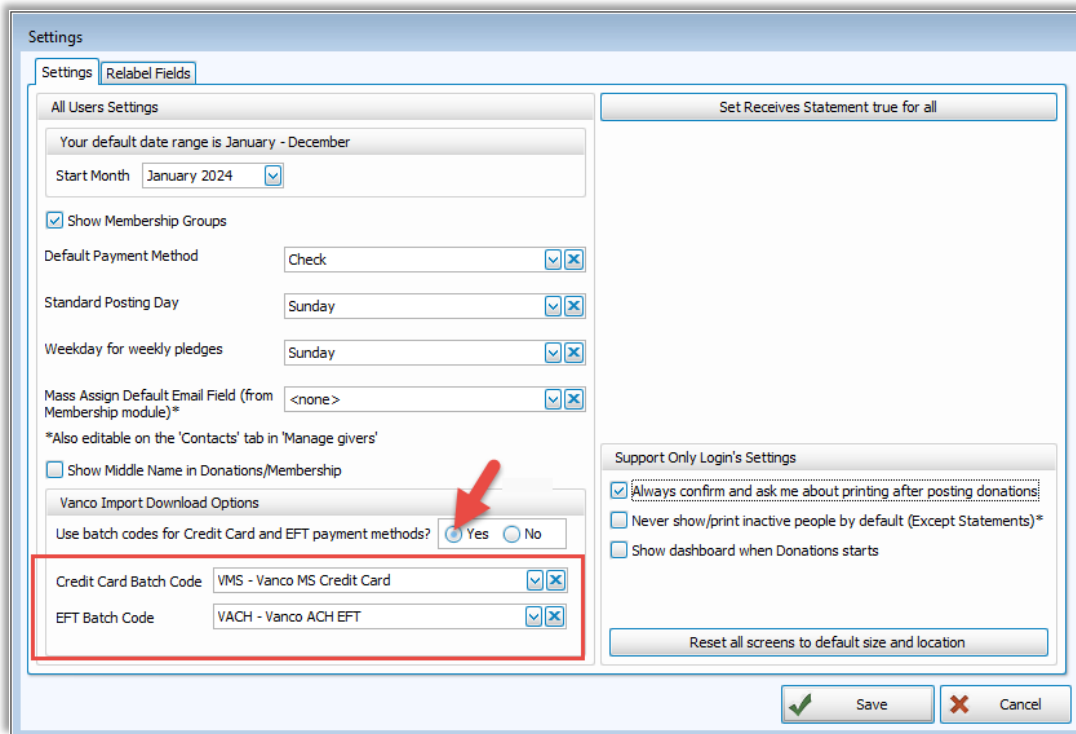
STEP 2 - Import or Manually Enter the Vanco Donations for the Month

A batch code must be assigned for either method. This will keep your online giving batches separate from all other giving.

To create a batch code, go to Donations>Batch Code and click Add.

Note: To automatically assign a Batch Code to online giving when you import Vanco Donations in Church Windows, go to Special Functions>Settings.

- Click *Yes* at *Use batch codes for Credit Card and EFT payment methods?*
- Choose the *Credit Card Batch Code* from the drop down list
- Choose the *EFT Batch Code* from the drop down list



STEP 3 - Print Vanco Report for the Month

Once all of the Vanco batches are posted, validate that donations have been imported by comparing the posted donations against the donations listed in the detail section of the *Monthly Activity Report with Detail*. This step is your validation.

There are a variety of donations report that can be used to accomplish this task, such as *Donations Log Report* or the *Donations Batch Report*. For any credit card transactions (MS), the donation date will match the processing date on the Vanco report.

The Detail Section of the *Vanco Monthly Activity Report with Detail* shows the breakdown of giving.

04/03/2023		Transaction Date					ACH Deposit Report Detail		Account: 4593	
Member ID	Member Name	Fund ID	Fund Name	Fund Note	Webpay Note	Account	Amount	Member		
34309534		0001	General Fund			1283	100.00			
Total:	1						100.00			

04/05/2023		Transaction Date					ACH Deposit Report Detail		Account: 4593	
Member ID	Member Name	Fund ID	Fund Name	Fund Note	Webpay Note	Account	Amount	Member		
42287138		0001	General Fund			1146	120.00			
Total:	1						120.00			

04/05/2023		Transaction Date					MS Deposit Report Detail				Account: 4593	
Member ID	Member Name	Fund ID	Fund Name	Fund Note	Webpay Note	Proc Date	Gross Amount	Trans Fee	Discount Rate	Fee	Amount	
33625826		0001	General Fund			04/03/23	256.88	0.45	7.30		269.13	
Total:	1						256.88	0.45	7.30		249.13	

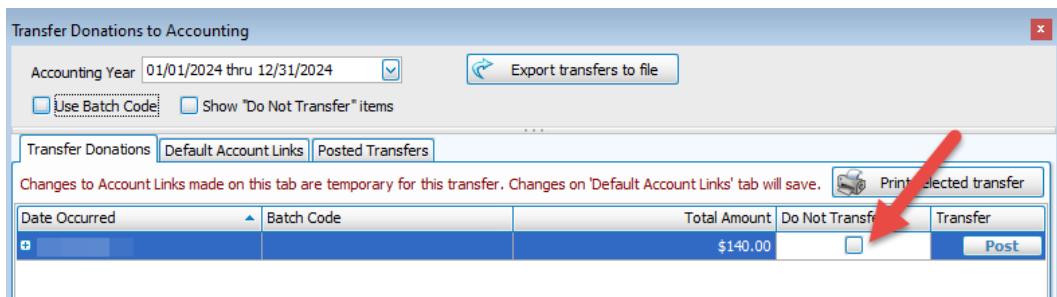
04/06/2023		Transaction Date					ACH Deposit Report Detail		Account: 4593	
Member ID	Member Name	Fund ID	Fund Name	Fund Note	Webpay Note	Account	Amount	Member		
43727546		0001	General Fund			5215	50.50			
Total:	1						50.50			

Any donations that were imported but are not on the report, will be validated in the next month.

If you have any donations that have been posted but are showing a returned on the Vanco report—reverse the donation. We do not receive returns from Vanco.

STEP 4 - Transfer to Accounting

On the Transfer Donations to Accounting screen, for all Vanco Batches, check the *Do Not Transfer* checkbox.



STEP 5 - Post Journal Entry in Accounting

These totals are obtained from the *Monthly Activity Report w/Detail Report*.

- 1.xx.xxx Checking Account – Debit Total Deposited
- 5.xx.xxx Vanco Fee Expense – Debit Total Fee's
- 4.xx.xxx Fund Income - Credit Total Gross Amount (may be more than one Income Account)

One journal entry (posted the last day of the month) records all deposits for the month and will not match each deposit located on your bank statement. It will match in total.

Fund Totals

<i>Fund Name</i>	<i>Gross Amount</i>	<i>Transaction Fee</i>	<i>Discount Rate Fee</i>	<i>Total Amount</i>
General Fund	1,779.44	1.80	18.40	1,759.24
- ACH	1,132.10			1,132.10
- MS	647.34	1.80	18.40	627.14
Memorial Fund	25.69	0.45	0.90	24.34
- MS	25.69	0.45	0.90	24.34
Wednesday Night Meals	50.00	0.00	0.00	50.00
- ACH	50.00			50.00

Detail Grand Total

<i>ACH/MS</i>	<i>Gross Amount</i>	<i>Transaction Fee</i>	<i>Discount Rate Fee</i>	<i>Total Amount</i>
ACH	1,182.10			1,182.10
MS	673.03	2.25	19.30	651.48
Grand Total:	1,855.13	2.25	19.30	1,833.58

This example does not illustrate considerations for multiple Assets or Returns from VANCO.