

Login, and select the **Credit/Debit/eCheck (Electronic Funds Transfer)** tab. From the **Reports** menu, select the **Report Generator**.

The screenshot displays the MyVanco web application interface. The browser address bar shows the URL: <https://uat.vancopayments.com/cgi-bin/>. The page header includes the Vanco Payment Solutions logo and the "MyVanco" title. A navigation menu at the top contains links for Home, Credit / Debit / eCheck (Electronic Funds Transfer), Admin, and Logoff. Below this, a secondary menu includes Home, Add/Edit Member, Reports, Processing Limits, and Contact Us. The "Reports" menu is expanded, showing sub-options: Processing Reports and Report Generator. A "Need Help?" button is located on the right side of the navigation bar. The main content area features a large image of a smiling woman in an office setting. To the right of the image, contact information for Client Services is provided, including the phone number 1-800-675-7430 and the email [CS@VancoPayments.com](mailto:CS@VancoPayments.com). Office hours are listed as Monday through Friday, 8:30 AM to 5:30 PM ET. The next federal holiday is noted as Thanksgiving Day on November 23rd, 2017. A "Welcome to MyVanco" section on the left explains that the application allows clients to manage transactions 24/7 from any computer with internet access. It also provides contact information for the Client Services Department during normal business hours (Monday through Friday 8:30am to 5:30pm ET) at 800-675-7430. A note on the right states that Vanco processes ACH transactions on business days only, with transactions scheduled to process on a weekend or federal holiday being settled the next business day. The browser status bar at the bottom shows the full URL: [https://uat.vancopayments.com/cgi-bin/Vanco.vps?programid=WebEFTRpGenerator.ReportGenerator&appver2=UNqQ7TEZwW2Vud\\_Sjjiz-abx3Hhh17xk2bM5xXJ8hS8173jmpgqiK49dEs4](https://uat.vancopayments.com/cgi-bin/Vanco.vps?programid=WebEFTRpGenerator.ReportGenerator&appver2=UNqQ7TEZwW2Vud_Sjjiz-abx3Hhh17xk2bM5xXJ8hS8173jmpgqiK49dEs4) and a 100% zoom level.

Client Services 1-800-675-7430  
[CS@VancoPayments.com](mailto:CS@VancoPayments.com)

Office Hours  
Monday – Friday  
8:30 AM – 5:30 PM ET

Next Federal Holiday:  
Thanksgiving Day  
November 23rd, 2017

Vanco processes ACH transactions on business days only. All transactions scheduled to process on a weekend, or Federal Holiday will be settled the next business day.

**Welcome to MyVanco**

MyVanco allows clients of Vanco Payment Solutions to securely manage transactions 24/7 from any computer with Internet access. If you need assistance, please contact our Client Services Department during normal business hours (Monday through Friday 8:30am to 5:30pm ET) at **800-675-7430**.

Select the **Daily Processing** report type. You may edit the available settings to create a report that will serve you best, including the **Processing Date Range** and the **Report Format**. Most clients prefer a CSV or XLSX format that opens in Microsoft Excel.

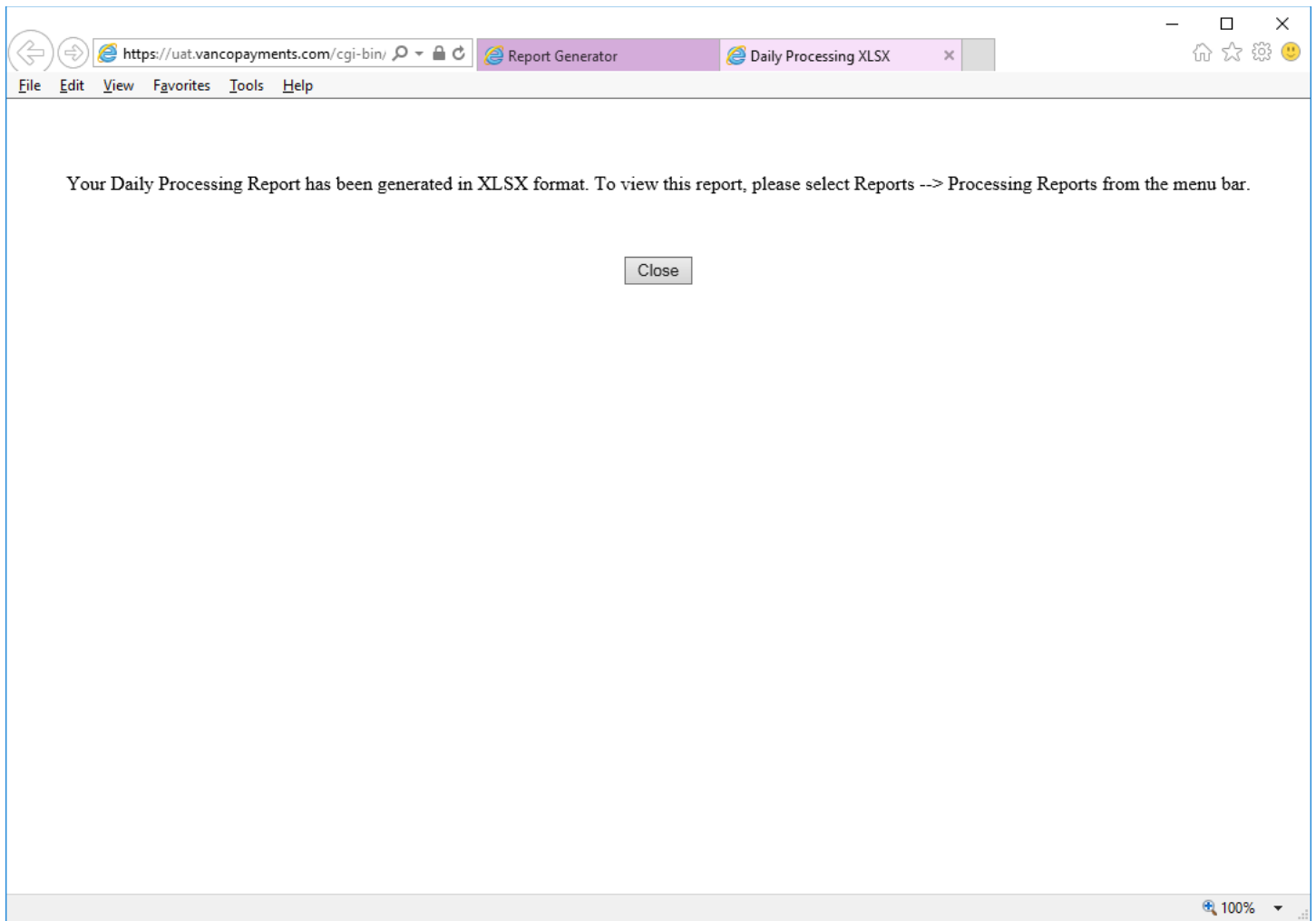
The screenshot shows a web browser window with the URL `https://uat.vancopayments.com/cgi-bin/`. The page title is "Report Generator". The browser's address bar shows the full URL. The page has a navigation bar with links: Home, Credit / Debit / eCheck (Electronic Funds Transfer), Admin, and Logoff. Below this is a secondary navigation bar with links: Home, Add/Edit Member, Reports, Processing Limits, Contact Us, and CLIENT SERVICES/HELP. The "Reports" link is highlighted, and a dropdown menu shows "Processing Reports" and "Report Generator". The "Report Generator" link is also highlighted. A "Need Help?" button is located in the top right corner. The main content area is titled "Report Generator" with a question mark icon. It contains a form with the following fields and options:

- Report Type: **Daily Processing** (dropdown)
- To view report for all members, leave Member ID and Member Name fields blank.
- Member ID: (text input)
- Member Name: (text input)
- Payment Method: ☒ ACH ☒ Credit Card
- Payment Type: **ALL** (dropdown)
- Show Processed: **Yes** (dropdown)
- Show Credit Card Declines: **Yes** (dropdown)
- Show Credit Card Refunds: **Yes** (dropdown)
- Include Funds: **Yes** (dropdown)
- Show Customer Address: **No** (dropdown)
- Include Sub Totals: **Yes** (dropdown)
- Include Transaction Reference: **No** (dropdown)
- Include Account Number (Last 4): **No** (dropdown)
- Use Settlement Date: **Yes** (dropdown)
- Include User Name: **No** (dropdown)
- Processing Date Range: **11/02/17** to **11/02/17** (date inputs)
- Customize columns: ☐
- Include specific funds: ☐
- Report Order: **Payment Method, Processing Date, Member ID** (dropdown)
- Report Format: **HTML** (dropdown)

A "View" button is located at the bottom of the form.

The browser's status bar at the bottom shows the full URL: `https://uat.vancopayments.com/cgi-bin/Vanco.vps?programid=WebEFTRpptGenerator.ReportGenerator&appver2=UNqQ7TEZwW2Vud_Sjjiz-abx3Hhh17xk2bM5xJ8hS8173jmpgqiK49dEs4` and a 100% zoom level.

You'll receive a message that your report has been generated. Click the **Close** button.



From the **Reports** menu, select the **Report Generator**.

The screenshot shows a web browser window with the URL <https://uat.vancopayments.com/cgi-bin/>. The browser's address bar shows the page title "Report Generator". The website header includes the "VANCO PAYMENT SOLUTIONS." logo and the "MyVanco" brand name. A navigation bar contains links for "Home", "Credit / Debit / eCheck (Electronic Funds Transfer)", "Admin", and "Logoff". Below this, a secondary navigation bar includes "Home", "Add/Edit Member", "Reports", "Processing Limits", "Contact Us", and "CLIENT SERVICES/HELP". The "Reports" menu is expanded, showing "Processing Reports" and "Report Generator". A "Need Help?" button is located in the top right corner.

The main content area is titled "Report Generator" with a help icon. It contains the following fields and options:

- Report Type:** A dropdown menu set to "Daily Processing".
- To view report for all members, leave Member ID and Member Name fields blank.** (Instructional text)
- Member ID:** A text input field.
- Member Name:** A text input field.
- Payment Method:** Two checkboxes, "ACH" and "Credit Card", both of which are checked.
- Payment Type:** A dropdown menu set to "ALL".
- Show Processed:** A dropdown menu set to "Yes".
- Show Credit Card Declines:** A dropdown menu set to "No".
- Show Credit Card Refunds:** A dropdown menu set to "No".
- Include Funds:** A dropdown menu set to "Yes".
- Show Customer Address:** A dropdown menu set to "Yes".
- Include Sub Totals:** A dropdown menu set to "Yes".
- Include Transaction Reference:** A dropdown menu set to "No".
- Include Account Number (Last 4):** A dropdown menu set to "No".
- Use Settlement Date:** A dropdown menu set to "Yes".
- Include User Name:** A dropdown menu set to "No".
- Processing Date Range:** Two date input fields, the first containing "10/1/17" and the second containing "10/31/17".
- Customize columns:** An unchecked checkbox.
- Include specific funds:** An unchecked checkbox.
- Report Order:** A dropdown menu set to "Fund ID, Payment Method, Processing Date, Member Name".
- Report Format:** A dropdown menu set to "XLSX".

A "View" button is located at the bottom center of the form.

The browser's status bar at the bottom shows the full URL: [https://uat.vancopayments.com/cgi-bin/Vanco.vps?programid=WebReports.ProcessingReports\\_Validate&appver2=UNqQ7TEZwW2Vud\\_Sjjiz-afx3Hhh17xk2bM5xXJ8hS8173jmpgqik49dE](https://uat.vancopayments.com/cgi-bin/Vanco.vps?programid=WebReports.ProcessingReports_Validate&appver2=UNqQ7TEZwW2Vud_Sjjiz-afx3Hhh17xk2bM5xXJ8hS8173jmpgqik49dE), and the zoom level is set to 100%.

The report you just generated will be at the top of the reports list. Select it, and click **View**. You may be prompted to either open this report or to save it. This choice is up to you.

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https://uat.vancopayments.com/cgi-bin/


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Reports

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File Edit View Favorites Tools Help

 **VANCO**  
PAYMENT SOLUTIONS.

MyVanco

Home

Credit / Debit / eCheck (Electronic Funds Transfer)

Admin

Logoff

Home Add/Edit Member Reports Processing Limits Contact Us CLIENT SERVICES/HELP

PF-DEMO - Demo Presbyterian Church 

Need Help?

### Reports

From: 10/03/17 To: 11/02/17

Report Type: All

Search

11/02/17 Daily Processing XLSX Report Generator

11/02/17 Daily Processing XLSX Report Generator

11/02/17 Daily Processing XLSX Report Generator

11/02/17 Daily Processing XLSX Report Generator

11/01/17 Merchant Services Processing Report

10/30/17 ACH Fund Detail Report

10/26/17 Merchant Services Processing Report

10/26/17 ACH Fund Detail Report

10/25/17 ACH Fund Detail Report

10/24/17 Merchant Services Processing Report

13 Records Found

View

Reports in Green Have Been Viewed Within The Past 90 Days.

11/02/2017 15:21:14 CST WebReports2.ProcessingReports\_Validate  
Demo Presbyterian User

Privacy & Security

https://uat.vancopayments.com/cgi-bin/Vanco.vps 100%

You now have a file of gifts that you can use for tracking gifts, including importing those transactions to your accounting software. If you need further assistance exporting gifts, or should you have any questions, please contact us at [onlineservices@presbyterianfoundation.org](mailto:onlineservices@presbyterianfoundation.org).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	Client ID	Member ID	Member Name	Address1	Address2	City	State	Zip	Phone	Email	Fund ID	Fund Name	Amount	Process Date	Settlement Date	Return/Fail Date	Return/Fail Reason	ACH/CC	Payment Type	CCType	Discount Amount	Transaction Fee	Deposit Date
2	PF-DEMO	332708	DOE, JOHN	123 GIVING LANE		NEW YORK CITY	NY	97200		JOHNDOE@GMAIL.COM	702064-001	Demo General Fund	50.0	2017-10-19	2017-10-23			ACH	WEB		0.0	0.0	2017-10-23
3	PF-DEMO	222222	HUGO GRANGER	222 GIVING LANE		JEFFERSONVILLE	IN	47112	1234567890		702064-001	Demo General Fund	100.0	2017-10-23	2017-10-23			CC	PPD	Visa	2.35	0.45	
4	PF-DEMO	332708	DOE, JOHN	123 GIVING LANE		NEW YORK CITY	NY	97200		JOHNDOE@GMAIL.COM	702064-001	Demo General Fund	50.0	2017-10-26	2017-10-30			ACH	WEB		0.0	0.0	2017-10-30
5	PF-DEMO	444444	HUGO GRANGER	222 GIVING LANE		JEFFERSONVILLE	IN	47112	1234567890		702064-001	Demo General Fund	100.0	2017-10-26	2017-10-26			CC	PPD	Visa	2.35	0.45	
6	PF-DEMO	444444	HUGO GRANGER	222 GIVING LANE		JEFFERSONVILLE	IN	47112	1234567890		702064-001	Demo General Fund	100.0	2017-10-26	2017-10-26			CC	PPD	MC	2.35	0.45	
7	PF-DEMO	22957900	TEST, TEST	TEST		TEST	NY	13104			702064-002	Fund 2	50.0	2017-10-24	2017-10-24			CC	WEB	Visa	1.18	0.45	
8	PF-DEMO	22957902	TEST, TEST	TEST		TEST	NY	13104			702064-002	Fund 2	50.0	2017-10-25	2017-10-26			ACH	WEB		0.0	0.0	2017-10-26