

# Important Notice for Those Using Vanco for Online Giving and Importing into PDS

## Banner



## Body

April 9, 2020

If you use the eGiving process in PDS to pull online and card swipe payments from Vanco, make sure that you **do not print the list before posting**.

There is a possibility that this could cause extra charges to your donors.

**eGiving:** Show File Format

Transfer Type: Vanco - Auto Connect Account Name: My Account

(Includes Checking Accounts, Savings Accounts, and Credit Cards.)  
The Auto Connect option inserts eGiving payments scheduled in the PDS program and transfers the amounts at the banks. Online Giving lets parishioners link directly from the parish website to a set of secure donation pages and make payments or set up online pledges. Use of this method requires a separate agreement with Vanco.

Auto Connect eGiving  
 Online and Card Swipe Payments  Import Email from Vanco  
 Online Pledges

Date Range: 04/09/2020 Thru 04/09/2020

Funds:

Use Fund	Fund	Fund Name
<input type="checkbox"/>	4	Pledge Drive

Mark All Clear All

Export Batch Totals Information:  To PDS Ledger  To QuickBooks  Online

Path for Export File:  Browse

QuickBooks Account Names File:  ...

Only Payments  Only Fees / Pledges  Both Payments and Fees / Pledges

Print < Back Next > Cancel

## An update is now available to correct this.

Please update your program to the latest build of **Version 9.1C**, released **April 15**. For details, see the release notes for your program:

- [Church Office 9.1C Build 1136](#)
- [Formation Office 9.1C Build 1136](#)
- [DioOffice 9.1C Build 3045](#)

## How do I print the information I need if I'm not on the latest version?

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You can print the report when you're prompted at the end of the process. The issue only occurs if you click the **Print** button *before* you post transactions.

### To process transactions and print the information:

1. In the eGiving process, choose **Vanco - Auto Connect**.
2. Select **Online and Card Swipe Payments** and enter the date range.
3. Click **Next**.
4. Select the transactions to post, then click **Next**.
5. Click **Process eGiving**.
6. When the transfer is complete, click **Yes** to print the information.
7. Select what you want to print, then click **Print**.

## What if I'm not on the latest version and I accidentally print before posting?

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Call **1-877-737-4457**, and a PDS Support representative will assist you.