

Exporting Contribution Data from Vanco

1. Contact Vanco, and ask for the “EFT Weekly Data File” that Breeze Friendly
2. Sign in to your Vanco account
3. Click the **Reports** tab
4. Click **Processing Reports**
5. Click the most recent **EFT Weekly Data File**
6. Click **View**
7. Select **Save File**, name it and place it in a location that is easy to find

Importing Contribution Data to Breeze

1. Sign in to your Breeze account
2. From the dashboard, navigate to **Manage Account (gear icon at the top right corner) > Bulk Tasks**
3. Select **Import Giving**
4. Bottom right, from the **format** dropdown, select **Vanco**
5. Click **Import Giving File**
6. Select **Click to Browse for File**
7. Choose your file (that you just saved) and **Open**
8. **Import Now**