

## What is a Cheque 21<sup>®</sup> System?

Nonprofits are challenged by their donors to properly steward their gifts. This is not always a simple mission to execute:

Donor sent a check using one of the nonprofit's Reply Devices  
Donor sent a check in an envelope

Donor sent a letter instead of Reply Device with the gift  
Donor only sent a Reply Device

Before the Donor's gift can even be accepted, the Donor has quadrupled the nonprofit's work

One task remains clear: your Donor's gift needs to be handled in a timely manner and this is how a Cheque 21<sup>®</sup> System can help you better Steward Your Resources<sup>™</sup>. Each and every Cheque 21<sup>®</sup> System brings together product and partner components to make your mission simpler and easier to execute.

## How does the Cheque 21<sup>®</sup> System work?

Your donor sends a gift to your nonprofit organization.

These gifts are received in the mail room, by Gift Entry or Gift Processing, by Fund Raising, by Major Gifts, and, sometimes directly by your Executive Director. Everyone is handling these gifts. When this happens, gift acceptance can take 2 or 3 days or even a week or more.

Shortening gift acceptance means acknowledgements and receipts are sent sooner while gifts are delivered to those who need it most, faster. Herd gifts onto a common path.

Gifts are opened and Like-Type<sup>™</sup> sorted which means gifts of similar physical size are grouped together:

- ✓ Personal to business checks, money orders are kept with their Reply Devices
- ✓ Checks and/or Reply Devices with other documents, such as meal tickets and letters
- ✓ Checks or Reply Devices by themselves

After Like-Type<sup>™</sup> sorting is complete the optimal image scanner is used to capture images:

- ✓ Check Image Scanner
- ✓ Page Image Scanner

Desktop check and page scanners provide efficiency with redundancy.

Advanced unit exchange maintenance for 5 years is an Aqubanc exclusive arranged for Cheque 21<sup>®</sup> System clients.

Splitting the common path this way makes the process simpler and easier to execute.

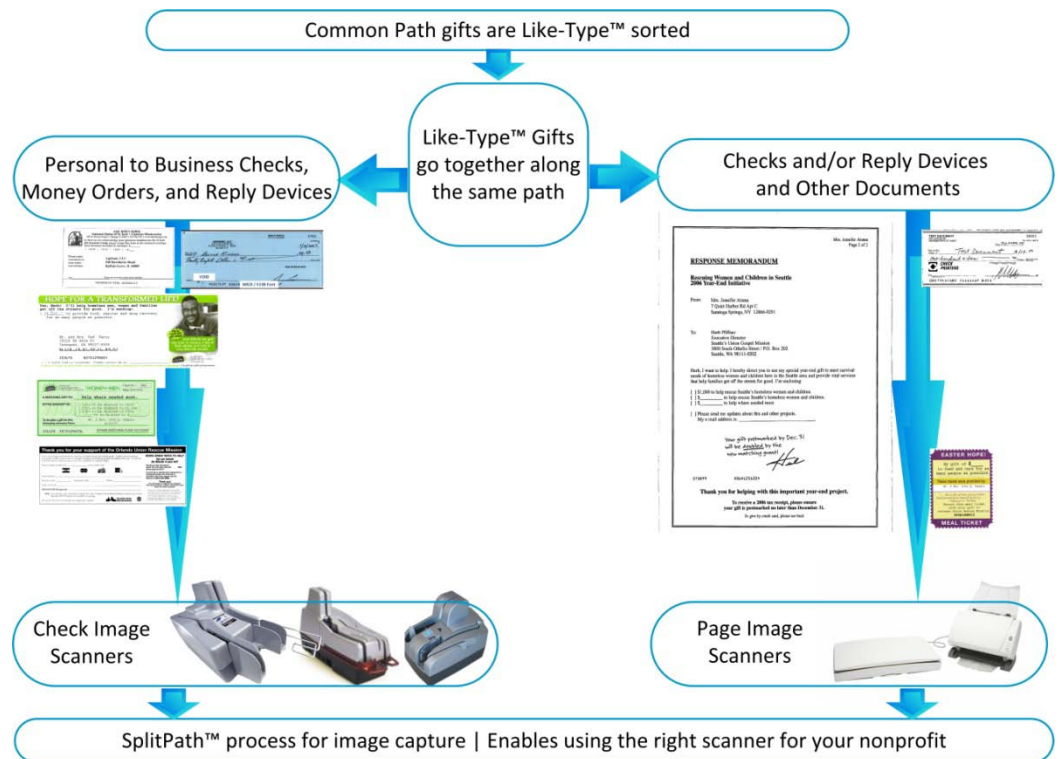
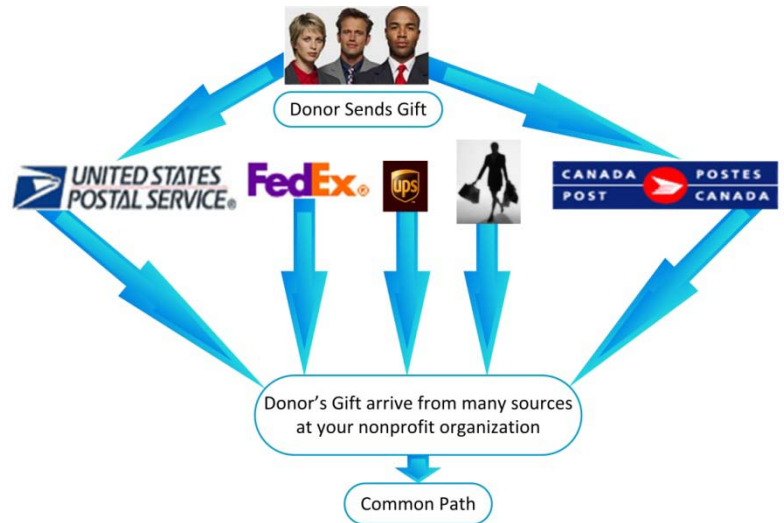
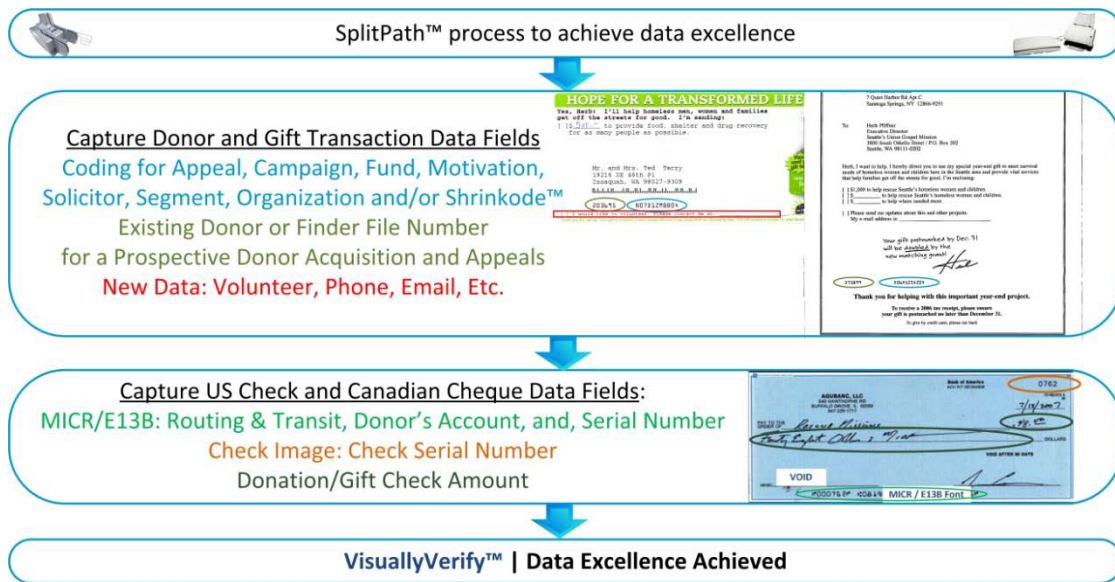


Image scanners are different. Results are the same along the SplitPath™ process

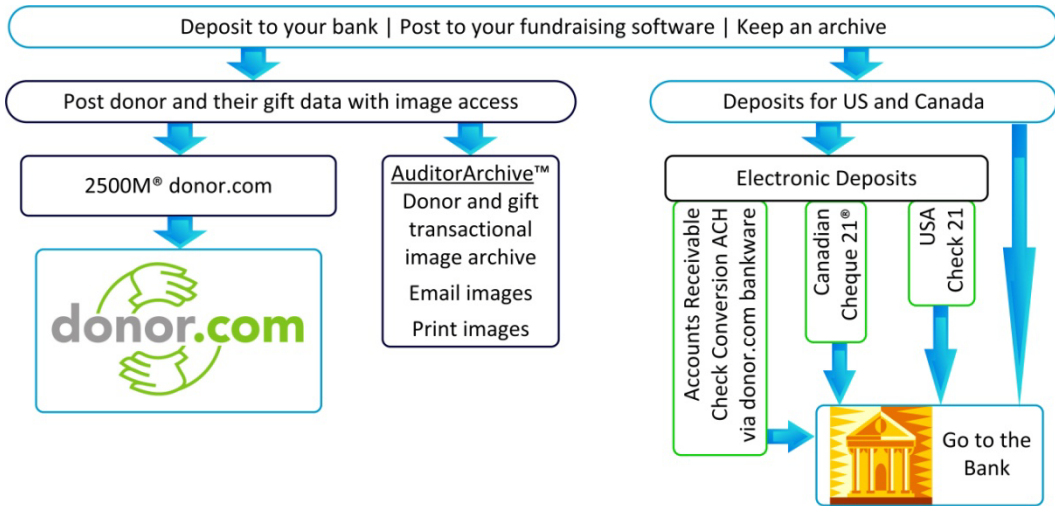
- ✓ Images are captured
- ✓ Reply Device OCR and Machine Print are printed using an inkjet or laser can be recognized
- ✓ Check MICR and Amount can be recognized
- ✓ VisuallyVerify™ from image to achieve Data Excellence.



Data Excellence is not a luxury, you can't afford to incorrectly post a gift. The penalty for failure is usually losing the donor for life. If it costs \$25, \$50 or more to acquire a donor, the price of failure is very steep indeed.

You need to accurately post deposits, and, data/images into your fund raising and donor tracking systems. The SplitPath™ process enables both postings after Data Excellence is achieved:

- ✓ Donor and gift data with image access locators are posted in donor.com
- ✓ AuditorArchive™ keeps donor and gift transaction data with images for future audit retrieval, printing and emailing
- ✓ Electronically submit deposits to your bank using US Check 21 rules. Electronic deposits bypass having to go to your bank every day.



## What are the Cheque 21® System Benefits?

- A common path to accept each donor's gift
- Achieve Data Excellence with recognition technologies
- Deposit checks faster with electronic deposit choices
- Post donor and gift data accurately into donor.com
- Lower your costs to process each Donor's gift
- Eliminate caging or lockbox and temporary staff

- SplitPath™ process keeps track of each donor and their gifts
- Efficiency from gift arrival to donor acknowledgement
- Desktop check and page image scanner choices
- AuditorArchive™ email and printing of transactional images
- Reduce administrative expenses
- Process more gifts faster with accuracy

**Aqubanc® Gift Entry and Donation Processing Solutions**  
**Cheque 21® Systems | Steward Your Resources™**