

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

Nonprofits are challenged by their own organizations and by their donors to properly steward their gifts:

- Reduced staff for gift entry and processing
- Lack of imaging capability
- Multiple handling steps prevent timely receipts
- Donor sends a check using one of the nonprofit's Reply Devices
- Donor sends a letter instead of Reply Device with their check
- Donor sent a check in an envelope
- Donor only sent a Reply Device

Before the Donor's gift can even be accepted, the organization and the donor have impacted how Gift Processing works!!!

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 imaging components to make gift entry and processing simpler and easier to execute. This means timely receipts along with fewer staff resources and a complete image archive.

## 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 Fundraising, by operating departments, and sometimes directly by your Executive Director, Chancellor or Board President. Everyone is handling these gifts, so gift acceptance can take a few days, a week or even longer.

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.

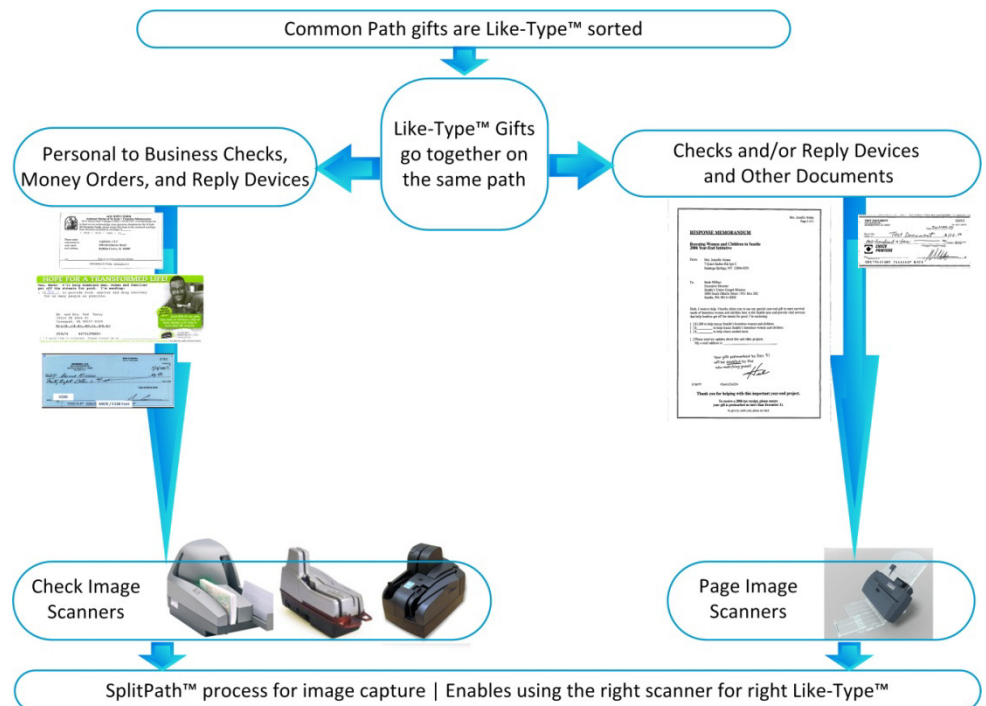
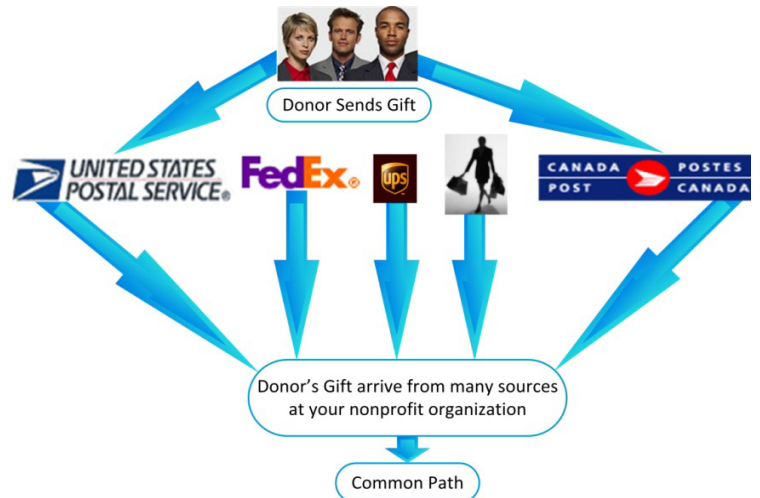
Gifts are opened and Like-Type<sup>™</sup> sorted which means grouping gifts of similar physical size together:

- ✓ Personal to business checks, money orders are kept with their Reply Devices
- ✓ Checks and/or Reply Devices with other documents 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:

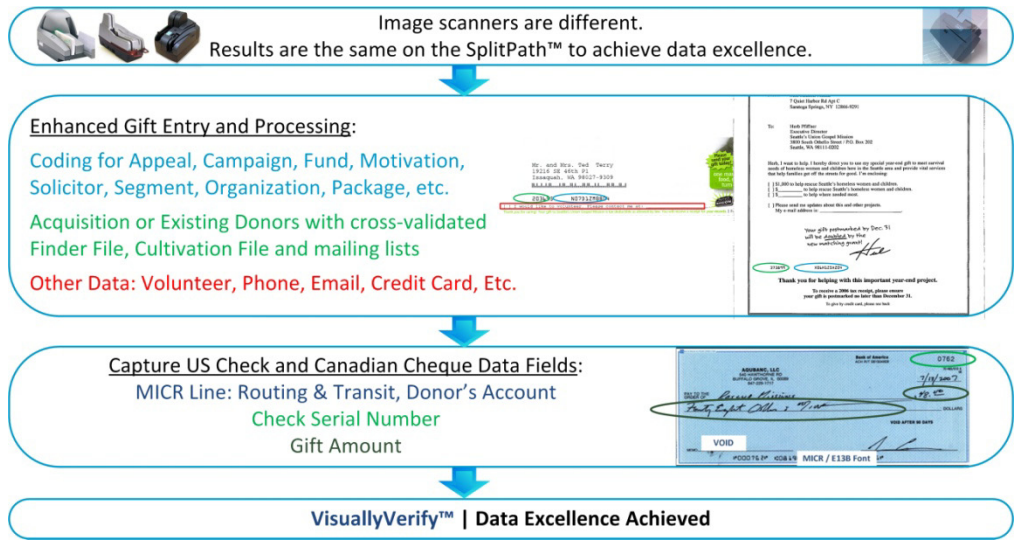
- ✓ Check Image Scanner
- ✓ Page Image Scanner

Desktop check and page scanners provide efficiency with redundancy. While advanced unit exchange maintenance for 5 years, an Aqubanc exclusive arranged for the Cheque 21<sup>®</sup> System, makes sure Gift Processing has reliable and cost effective hardware.



Splitting the common path this way makes the process simpler and easier for gift entry and processing.

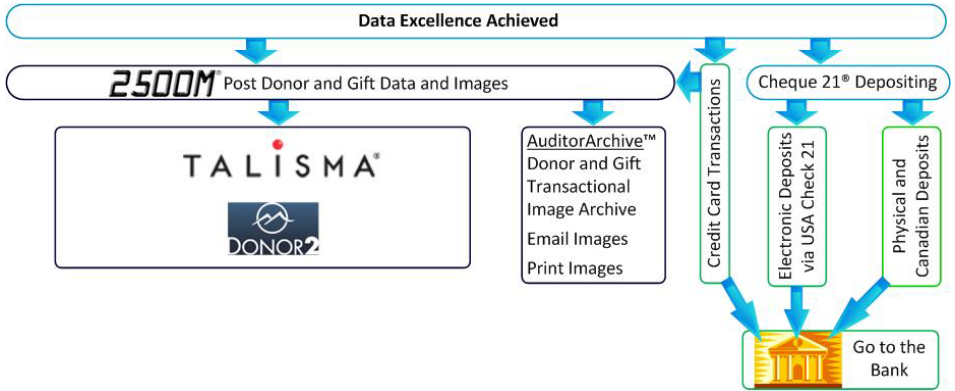
- ✓ Captured images ready for gift entry and processing
- ✓ Technology attempts to read laser or inkjet characters optically on the Reply Device with mathematical validated checksum digit
- ✓ Check MICR and check amount can be recognized
- ✓ VisuallyVerify<sup>™</sup> from image to achieve Data Excellence.



Data excellence is not a luxury – you can't afford to incorrectly post a gift. The penalty for failure can be very costly to rebuild your donor's trust. If it costs \$50, \$100 or more to acquire a donor, the price of failure is very steep indeed!!!

You need to accurately post deposits, and, data into your fundraising and donor tracking systems. The Cheque 21<sup>®</sup> System enables postings after Data Excellence is achieved:

- ✓ Verified donor and gift data are posted into Talisma via the 2500M<sup>®</sup> process methodology.
- ✓ AuditorArchive<sup>™</sup> 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 without dependence on your fundraising software or incurring additional fees. Electronic deposit submission bypasses having to go to your bank.



## What are the Cheque 21<sup>®</sup> System Benefits?

- Eliminate multiple handling steps with imaging
- Achieve data excellence with recognition technologies
- Deposit checks faster via Check 21 electronic depositing
- Accurate donor and gift data posted into fundraising software
- Lower your costs to process each donor's gift
- Eliminate caging, lockbox and temporary staff
- Complete gift transaction integrity

- SplitPath<sup>™</sup> process keeps track of each donor and their gift
- Efficiency from gift arrival to donor receipt and acknowledgement
- Desktop check and page image scanners
- AuditorArchive<sup>™</sup> email and printing of transactional images
- Reduce administrative expenses
- Steward your staff to where needed most
- Process more gifts faster with accuracy

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