

# Gift & Donation Processing



## One Solution • One Workflow • One Provider

### Fairfax Software • [www.fairfaxsoftware.com](http://www.fairfaxsoftware.com)

*Quick Modules* from Fairfax Software is one of the most versatile systems in the marketplace today for document and payment processing. The system can read virtually any type of machine printed information, no matter the size or type style. Therefore, for a nonprofit organization, activities that are easily handled include:

- Constituent/Donor data capture
- Gift & Donation batch reconciliation
- Bank check, cash, and credit card transaction processing (uploading to the merchant bank)
- Image repository services
- Data scrubbing
- Internet access to reports, data, and images

### **Quick Modules • Gifts and Donations Processing**

Some nonprofit organizations received thousands of gifts and donations each day. They come by postal mail, on-line means, or through fund-raisers of all shapes and sizes. It is a challenging task to manage these donations efficiently and quickly. If you have outgrown your current solution, or perhaps you need more productivity from the existing workforce, Fairfax Software can propose a complete solution from mail opening to producing image cash letters. *Quick Modules* will also interface with your existing financial system.

### Database Maintenance

*Quick Modules* can assist with maintaining an accurate database of donor information. Names, addresses, phone numbers, e-mail addresses, etc. can be edited using the system's user-friendly interface.



# Fairfax Software *Quick* Modules For Non-Profit Organizations

## One Solution • One Workflow • One Provider

### About Fairfax Software

Fairfax Software, headquartered in Tampa, Florida, was founded in 1994 to provide high-quality products and integration services to the document, fax, and form processing industries. Since its inception, Fairfax Software has remained focused on its primary niche area of expertise. A number of Fortune 500 corporations and others have entrusted their automated and human-assisted data capture needs to systems built and installed by Fairfax Software. By doing so, these corporations have seen great improvement in the efficiency and productivity of their workforce. They were also able to reap immediate and tangible returns on their investments. This experience translates to nonprofit organizations very easily.

### Case Study: Food for the Poor

Food For The Poor (FFP), the second-largest international relief organization in the United States (Chronicle of Philanthropy), realized significant processing efficiency improvement in 2007 from their implementation of Fairfax Software's Check 21 imaging solution.

**“Our efficiency has improved. For the first time we are finished keying before the end of the day. That’s new,” says Vickie Torregrossa, Director of Information Systems. “The efficiency of getting the money in the bank right away is an important item for Food For the Poor as well.”**

### Can *Quick* Modules scan the donation cards, checks, and letters that we receive?

Yes. The module for scanning donation submissions, including the envelope, if necessary, is quite powerful and automatically moves the cards, checks, and letters along to the next module, which allows the operator to correct any errors, enhances the scanned image, edits any recognition issues, routes the check to the bank, enters information into the organization's database, etc. One workflow handles it all. One software solution manages the rules for each type of donation received.

### Are we able to correct any scanning errors or key in information about our donors and donations?

Absolutely, that is possible using *Quick* Modules. Our *Quick* Capture and *Quick* Enhance modules are extremely sensitive to any irregularities in the scanning process. The confidence level for recognition is set in *Quick* Capture and is usually operating at about 98%.

For editing information that is read incorrectly, *Quick* Key is used. *Quick* Key is a powerful module which allows operators to sort through transactions and correct or verify any data captured through the OCR process. It is a thin-client application, accessible from any workstation with an Internet/intranet connection to users with the proper credentials. It is speedy and efficient. The database is immediately updated as edits are made. Transactions that need to be edited are routed to the operators one at a time or a specific transaction can be found and corrected if needed.

The balance function for *Quick* Key is used to make sure the check amount matches the amount designated on the donation card or letter. Operators can easily make corrections.

Customer defined validation rules are applied during *Quick* Key also. Each field on the card or letter is validated for accuracy and the transaction cannot proceed until the rules are satisfied. MICR information on a check is one of these validations. That must be perfect before Check 21 processing can begin.

### What about Check 21 processing?

The *Quick* Check 21 module is part of the *Quick* Modules software suite, a fully integrated, simultaneous form, fax, and check processing solution. *Quick* Check 21 is designed to provide customers with automatic, efficient electronic check presentment to improve the availability of funds received. For a non-profit organization, timely availability of funds is mission critical. Through the *Quick* Deposit Monitor module, the *Quick* Check 21 capabilities include:

- Image quality assurance of every item processed
- Business rules for ensuring no duplicate checks are processed
- Ability to correct any MICR data prior to posting
- Rescanning of check images
- Audited secure transmission to and from the depositing institution with exception handling capabilities