

AIG Scan

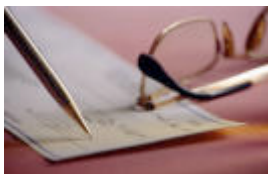
The Solution to Capturing Donor Information.

One of the troubling aspects of any organization is insuring that proper records are kept, especially those required by the Government. With AIGScan your charity can automate the process of capturing Donor and donation information.

AIGScan features both semi-automated and automated methods for the capture of donor name and address information from the source check documents along with the amount of the check.

Information captured can be output to a delimited text file or can be shared with any SQL or ODBC compliant database allowing the interface to many popular charity software packages like Donor2^{®1}. With AIGScan you don't have to enter the information twice!

AIGScan can also read barcodes so if you receive payments with a return coupon you will be able to track them with AIGScan too.



¹ Donor2 is a trademark of System Support Services



ACCORDING TO IRS Publication 4221:

“The organization must be able to document the sources of receipts and expenditures reported on Form 990, *Return of Organization Exempt From Income Tax*.”

Identify Sources of Receipts

Organizations may receive money or property from many sources. Records can identify the sources of receipts. Organizations need this information to separate program from non-program receipts, taxable from non-taxable income, and to complete

Schedule A of Form 990 noted in section “**What federal tax reports and returns must be filed?**”

Organizations that check box 10, 11, or 12, Part IV, of Schedule A, must keep records that show how much support they receive from specific contributors.

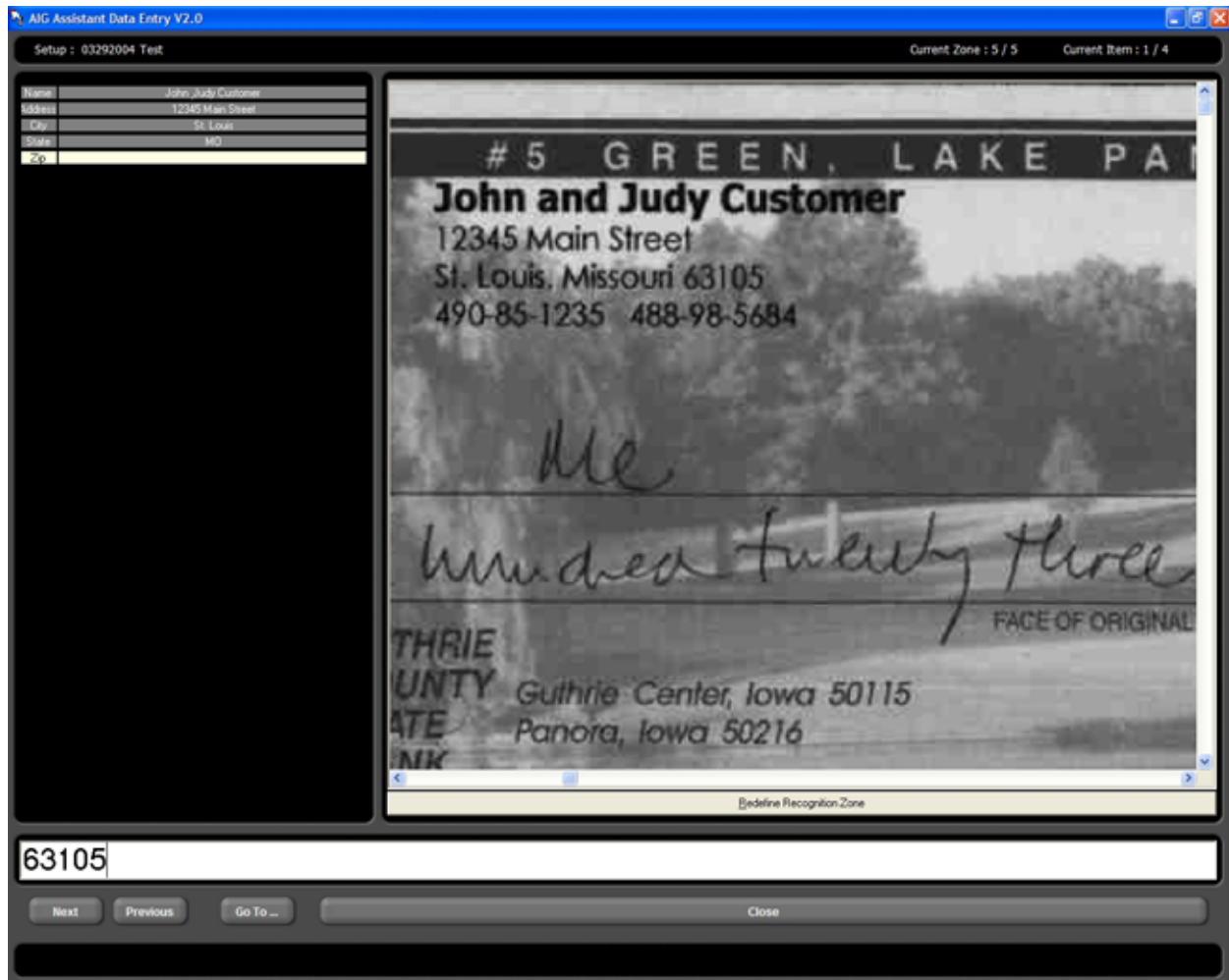
Charitable Contributions – Substantiation and Disclosure

There are two general rules that organizations need to be aware of to meet substantiation and disclosure requirements for federal income tax return reporting purposes:

A donor must obtain a *written acknowledgement* from a charity for any single contribution of \$250 or more before the donor can claim a charitable contribution on his or her federal income tax return.

A charitable organization must provide a *written disclosure* to a donor who makes a payment in excess of \$75 partly as a contribution and partly for goods and services provided by the organization.

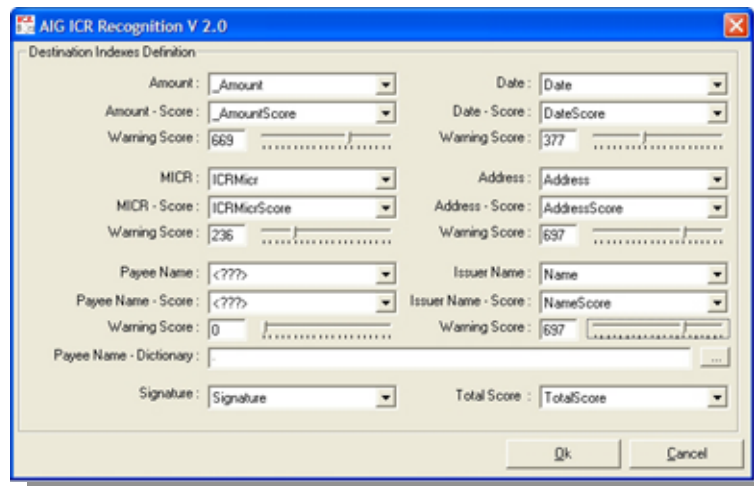
The AIGScan Computer Assisted Data Entry Window.



Using the computer assisted data entry enhances operator throughput by presenting and zooming in on the information to be keyed. The operator simply types the data into the field, when the enter key is pressed they are taken automatically to the next field and can begin typing. Once the last field of data is entered the next image is automatically presented and the operator keeps going.

Optionally, Intelligent Character Recognition (reading of hand printed characters) can be used to automatically read the name and address block along with the amount from the source check. Results are then reviewed using the computer assisted data entry and the operator makes corrections where necessary.

ICR (Intelligent Character Recognition) setup. Various read results are assigned to data fields. Confidence Scores provide a measure in which to check reading accuracy.



AIG Service Applications, our modular program design offering scalability and growth through service application modules for added functionality including:

Optical Character Recognition (OCR) provides zone OCR capabilities. Zone selection allows for identification of machine printed text regions and assignment of those regions to a data field. The software will perform OCR on those zones and store the results to the proper data fields.

Intelligent Character Recognition (ICR) including CAR/LAR reading with scoring.

The ICR module is similar to the OCR module only it will read hand-printed text and can be used for forms processing. AIG has optimized this module for processing check documents with the ability to read the Courtesy Amount field and the Legal Amount fields from checks and use a rules based scoring system to determine the correct amount of the check and provide a confidence score in order to review low confidence results. Additionally, this module can read the remitters name and address block information to populate remitter name and address fields.

2-Dimensional Barcode Reading



2-Dimensional barcodes include the common Code 39 and Interleaved 2 of 5 barcodes. Barcode zones are established and the read results are placed in the appropriate data field.

3-Dimensional Barcode Reading

The 3-D barcode module reads PDF417 barcodes and other 3D barcode symbols.



Adobe Acrobat PDF File Creation

The Acrobat PDF format is a true cross platform document sharing format and this module allows exporting of documents to the PDF format.

Image Conversion to over 120+ Image formats

The image conversion module allows the conversion of one image format to another image format. This module is useful if you want to archive TIFF files on your server but want to provide JPEG files to your clients or for web publication – simply configure the image converter and you can output new image files of the new type.

MICR Parsing module 

MICR (Magnetic Ink Code-line Reading) separate account number, ABA routing number, check number, and amount (if present) into separate data fields

Encoding module to facilitate encoding of dollar amounts on checks using a MICR encoder

The encoder module provides for power encoding of checks by using information from the AIG Scan database (ICR values or data entry values of check amounts) in order to high-speed encode transit checks.

Computer Assisted Data Entry module allows the identification of data zones to present to a data entry operator for manual keying or verification and function key assignments can be made to automate standard response data for single key entry.

Image Statement Printing

This module allows printing of image statements (used with Data Access Module) by retrieving customer account information from an SQL or ODBC data source and linking that information with checks processed on the AIG Scan system to produce an account statement. Statements can be made on-the-fly for a particular account and can be emailed, printed or faxed.

ACH Transaction Processing

THE ACH module prepares transactions for submittal to the ACH clearing house and monitors for return activity.

Information Publishing



The Information Publishing module provides data and image publication to CD/DVD/Tape or network via FTP. The module builds a set of data and includes a search and retrieval engine for CD and DVD for on-disk data lookup.