



PROJECT FACT SHEET

PRODUCED BY: UI Foundation IT & Finance

GO LIVE: JUNE 2017

New software & workflow reduces time to process gifts!

Problem:

Processing checks and solicitation forms received back from fundraising mailings was extremely manual and time-intensive. We also needed a workflow that would allow digital review and routing. The process was ripe for standardization and automation!

Solution:

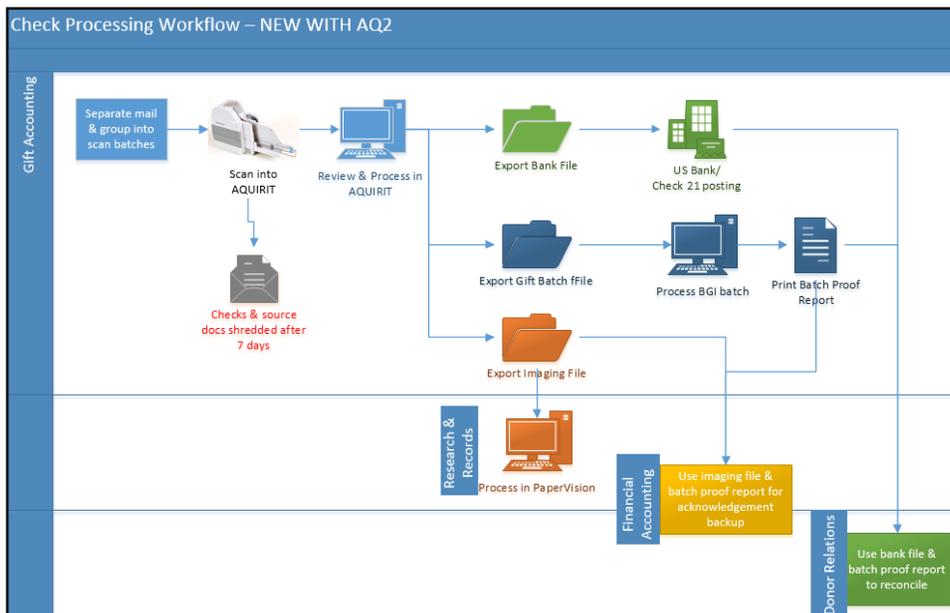
By utilizing AQ2 software, we now scan checks and source docs just once. The software creates all three outputs; bank file, posting file, imaging file. Manual handoffs are reduced, requiring just one person to have interaction with the physical documentation and all other internal processing is electronic. This process has greatly reduced manual data entry required for Gift Accounting and Records, and is preparing all stakeholders for the Finance team move to a new building.

Outcomes:

1. Reduced manual data entry for gift batch posting from ~25 min. per batch to ~10-15 min. per batch. Annual time savings will be more than 200 hrs!
2. Went from two scanning points of ~10 min., down to just one scanning point of ~5 min.
3. Reduced time spent to prep imaging file from ~10-12 minutes of manual keying to ~7 minutes of review each file.
4. AGILE project delivery...successfully rolled out IT project in phases of development, testing, and go-live.
5. Ready for move to new building...paving the way for a digital gift processing workflow!

“AQ2 has cut our processing time (depositing/scanning/coding/posting) in half for standardized gifts. It has helped the gift accounting team stay caught up with gift posting through fiscal year end!”

“With AQ2, it is easy to pull reports to reconcile the bank statement. If all gifts could be processed thru AQ2, we could eliminate paper, and it would be possible to balance cash from a computer anywhere.”



Thank you to an amazing project team!

- Sherri Furman
- Wendi VeDepo
- Tara Sterba
- Brenda Wright
- Heidi Arneson
- Tracy Parizek
- Eric Johnson
- Michael Soumounthong
- Byron Sanders
- Chris Burkhart