

Case Study



The Search for the Perfect Electronic Check Deposit Solution

Tiburon Baptist Church, founded in 1959, is located in Marin County, California nestled along the shores of the beautiful Tiburon Peninsula. The church, with a membership of nearly 500, has 10 salaried employees as well as numerous part-time staff and volunteers. The church provides a variety of educational programs and classes. As its many ministries have multiplied, the complexities of its financial management requirements have also increased.

Business Needs

In an effort to streamline its financial operations, Tiburon Baptist Church evaluated all aspects of its business processes to find areas that could be improved upon. One area of immediate review was the processing and retention of donation check and records received from members of the congregation every week. The manual system that had been used was filling storage space and was very inefficient. That's where Intuit Check Solution and Fujitsu ScanSnap scanners come in. To better manage these incoming finances, Tiburon Baptist Church sought to integrate a document management system that would work seamlessly with QuickBooks, the accounting software that the church has used for over a decade. Intuit Check Solution gives Tiburon Baptist Church the ability to process its donations remotely and from any computer, using only a checking account number and routing information. The process is streamlined with Fujitsu ScanSnap scanners which easily scan multiple checks and receipts at high resolutions into QuickBooks for electronic deposit.

Solution

Before introducing this solution, Tiburon Baptist Church had a handful of volunteers managing different parts of the check deposit and archiving process. From receiving the donation checks, to signing each deposit slip, to dropping them off in a bank deposit box, Tiburon Baptist Church was experiencing unwanted discrepancies in terms of lost checks and manual errors. The church also found that their system of copying checks, receipts and deposit slips for record retention purposes was cumbersome and requiring too much storage space.

Tiburon Baptist Church also felt limited in being forced to work with a bank that was in close proximity to its campus as volunteers needed to have the ability to drop off checks for depositing before they closed for the day. However the church wanted to be able to choose which bank it worked with regardless of proximity. To do so required a solution that provided accurate check scanning and remote deposit capabilities.

"We were looking for an easy, accurate and timely way to process the hundreds of checks we handle each week. An ability to have remote deposit was clearly the best solution," said John Frierson, Tiburon Baptist Church treasurer.

"We also needed a way to store these documents digitally. Having a fast scanning and digital storage solution was a key specification as we looked to update our operations. We don't have space for paper-based file cabinets. It was time to put digital processing to work for us."

Due to the high volume of checks deposited each week, Tiburon Baptist Church had several banks competing for its business and was offered trials of direct deposit check handling systems; the clear winner was Intuit Check Solution for QuickBooks and Fujitsu ScanSnap scanners. Said Frierson, "various banks had pieces of the solution, but only the Intuit/Fujitsu combination put everything together. And I do mean everything."

The church found the ease and flexibility they were looking for in choosing a bank. They are now able to produce accurate and clear scans of each of their deposit slips. The solution also allows church volunteers to automatically archive and produce searchable scans of each check so that they no longer have to sift through paper-based filing cabinets in order to retrieve information on checks that have been processed or need to be processed. Taking in nearly 700 checks per month, the process for managing the intake went from a several-hour administrative routine, to a 30-minute practice freeing up valuable time and increasing each volunteer's ability to focus on other important tasks at hand. Not only is there a huge time savings, but since each check that came through was scanned through the ScanSnap scanner and stored digitally, the need for the administrator to photocopy each check and archive it in paper format was eliminated, ultimately freeing up valuable storage space.

"We were impressed from day one with how Intuit's innovative software capabilities gave us the integrated tools we needed to make the upgrades we were seeking," said Frierson. "And the quick and accurate scans that came from the Fujitsu ScanSnap scanner allowed us to create a smooth check processing experience that sweetened the deal."

Benefits

Tiburon Baptist Church found other uses for the scanner as well such as scanning receipts and any other documents that come through the office, faxing timely paperwork, etc. It also began using the software that came with the ScanSnap to set up an archive database on their computer network for storage. After every committee meeting, the church scans its notes and creates a PDF file to send this documentation to its members instantly. Multiple staff members utilize the functionality and capabilities of the scanner for other in-house needs and are

able to teach others to use it minutes. By enabling employees to save electronic copies of checks to a centralized location, they are moving toward a paper-free environment and significantly cutting back on error storing hard copies of checks manually.

Frierson says they plan to acquire an additional Fujitsu ScanSnap scanner for use in the church's administrative office where it archives current and historic church documents.

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