

SCANit

Automatically Capture Cheque Details with **SCANit** Cheque Scanning

Overview

The Problem

How to efficiently scan and file cheques so they can easily be retrieved with a minimum of user intervention.

The Solution

SCANit Cheque Scanning provides a way to automatically file cheques that are scanned using a MICR cheque scanner.

During scanning, cheque details are automatically identified from the MICR strip and these are used to populate the index fields for each scanned cheque.

MICR information contains routing, account and cheque details.

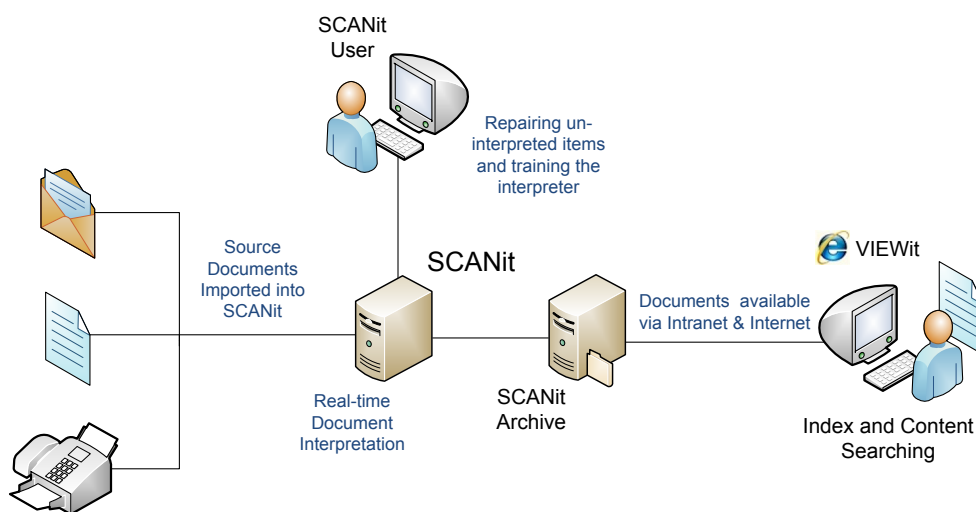
Filed cheques can easily be accessed through VIEWit, using any of the index fields identified during scanning.

SCANit is an enterprise-wide document filing and imaging application that enables an organisation to electronically file and disseminate all kinds of documents through a Windows and Web interface.

It incorporates advanced automatic data extraction tools that enable

automatic filing and semantic full text searching of all filed documents.

SCANit can also generate EDI Transactions (e.g. SWIFT Messages) from interpreted information contained on specific documents and pass these to subsequent transaction processing applications.



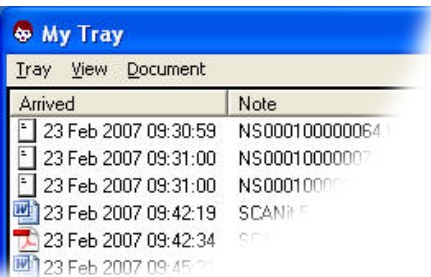
Document Sources

Paper and electronic documents can be captured in SCANit from a range of sources. These include:

- Scanning
- Fax Server Interface
- Windows Drag & Drop
- Print Capture
- Manual Import

Document Types

SCANit can be used to file document images and also any native document type that can be defined in Windows, including Word, Excel, Media files, Text and Zip files.



| Arrived | Note |
|----------------------|----------------|
| 23 Feb 2007 09:30:59 | NS000100000064 |
| 23 Feb 2007 09:31:00 | NS000100000007 |
| 23 Feb 2007 09:31:00 | NS000100000000 |
| 23 Feb 2007 09:42:19 | SCANit F |
| 23 Feb 2007 09:42:34 | SCANit F |
| 23 Feb 2007 09:45:31 | |

Document Filing

The advantages of filing images and documents in SCANit are:

- Electronic and physical documents can be filed in a single filing system
- Documents can easily be filed with different indexes (rather than the rigid Windows explorer-style folder hierarchy)
- Documents can be searched on a range of indexes simultaneously to provide a more accurate search result set
- The contents of documents can be searched, along with indexes, to provide full access to all information throughout an organisation

Document Filing (continued...)

SCANit filing features include:

- Lookup tables for passive data (e.g. customers, suppliers, currencies, etc.)
- A full data dictionary to maintain data integrity throughout an Archive (documents can be moved between Cabinets without the need for re-indexing)
- Fully customisable Lookups, Fields and Cabinet structures with no limit to the number of Cabinets that can be created
- Fast and simple indexing (including automatic indexing) and quick and easy access to filed documents

Automatic Indexing

Automatic indexing can save thousands of hours that would be spent indexing and filing documents in a traditional imaging system.

Significant savings can be made when 50 or more documents are being filed each day.

SCANit can identify specific data elements that can be used to make up the indexes for a document and can even be used to generate transactions from a document (see Transactions).

The type of information that can easily be identified by SCANit is Document Originator, Dates, Amounts, Bank Account Details, Data from Lookup Tables and Formatted References.

When used in conjunction with a specialist cheque scanner, SCANit will automatically identify and file cheques using the embedded MICR information (a 70-cheque sheet-feed MICR scanner is shown, right). This means that there is no indexing overhead when filing cheques. Both sides of the cheque are captured when using a duplex cheque scanner.



Transactions

SCANit is able to identify all field information required to populate a full electronic transaction and pass it onto the required processing system.



Other than for initial training, there need be no user intervention; from receipt of a document from a fax server (see Document Sources) to the generation of a completed transaction.

Transactions can be exported in a range of formats that include Text, XML and Excel worksheets.

The generation of a range of ISO standard SWIFT messages has already been implemented in SCANit. These include

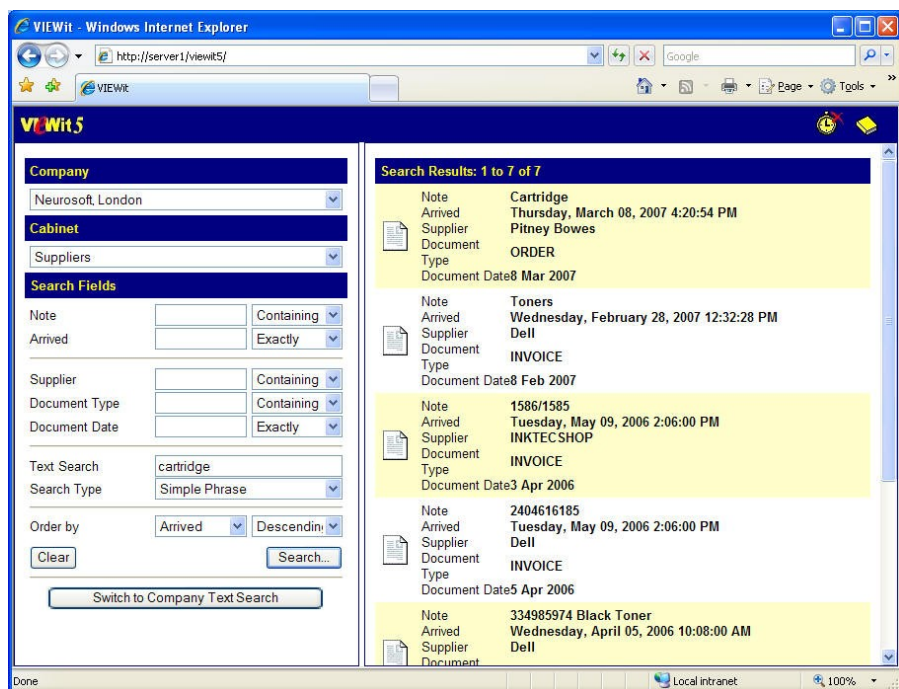
- Foreign Exchange and Money Market confirmations (MT300, MT305, MT320, MT330)
- Derivatives deal confirmations (MT340, MT341, MT362)
- Precious Metals Trade Confirmation (MT600)
- Corporate Action Notification (MT564)

Document Viewing

Documents can be viewed anywhere on an organisation's Intranet through the VIEWit web interface.

VIEWit provides selective access to all filed documents in a Company/ Archive. There are two views into Archive:

- **Cabinet Search.** The user selects the Cabinet in which the required document is to be found and accesses the document by searching the index fields. This search can be refined using the Cabinet Text Search.



- **Company Search.** This provides a cross-Cabinet text search allowing the user to find any documents contained in a Cabinet.

Text Searching allows a user to search the contents of key documents contained in an Archive. When using the Text Search facility the user can scope the search criteria by selecting Simple Phrase, Simple And, Simple Or, Prefix, Inflectional or Thesaurus.

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