Editing Pledges

You can make changes to existing pledges as necessary.

Changes to a pledge are retroactive to the start of the pledge. For example, if you add $10 a week to a weekly pledge after the 26th week, the contributor will owe an additional $10 a week for the rest of the pledge, plus $260 to make up the $10 per week for each of the first 26 weeks. If you do not want prior weeks to be affected for a pledge increase, instead of changing the amount per frequency, you can adjust the total pledge amount and let the per frequency amount automatically calculate.

If you want to increase the pledge amount of a multi-year pledge that began in a previous year, you can edit the pledge’s amount and mark it as an As Can pledge.

When editing a pledge, you can also click View Gifts to view gifts applied to the pledge or attach and remove pledge gifts.

1. Under Manage Records, click the Contributions tab.
2. In the drop-down list, select Add/Edit Pledges and click Go.
3. To select a contributor, click Find Person or Find Org.
4. In the Find Person or Find Organization window, select the contributor’s name, then click OK.
5. Select the pledge you want to edit, then click Edit.
6. In the Contributions - Edit Pledge window, make the necessary changes and click OK.
### Additional Field Information

#### Entry Date
The date a pledge was entered or the date the pledge was received.

#### Fund
Click **Lookup** to select the fund the pledge is for.

#### Start Date and Stop Date
Enter or select the pledge's date range. The pledge can span any length of time, from a few months to multiple years.

#### Frequency
Select how often pledge amounts are due.

- **As Can** — Due the last day of the pledge.
- **Bi-Weekly** — Due every two weeks.
- **Monthly** — Due each month.
- **One Time** — Due immediately (at the start of the pledge).
- **Quarterly** — Due every three months.
- **Semi-Annual** — Due every six months.
- **Semi-Monthly** — Due twice a month.
- **Weekly** — Due each week.
- **Yearly** — Due at the end of the year.

#### Amount
Enter the amount to be paid each period. For example, if the pledge is a one year pledge of $520.00 with a weekly frequency, enter $10.00.

#### Additional Amount
Enter the pledge's additional amount, if applicable. For example, a contributor pledges to give $1000 this year to the Budget Fund, but decides to start off the pledge with an additional amount of $100. This will bring the total pledge amount to $1100. You will need to enter and post the additional gift in contributions in order for it to reduce the pledge balance.

#### Total
This field displays the total pledge amount, including the Additional Amount.

#### Giving Plan
If the pledge is a part of a giving plan, select it here. You must have giving plans enabled in Contributions Setup.

#### Auto Post Arrears
This option only displays if Auto Post Arrears is selected in Contributions Setup. Select this option to automatically apply gifts to this pledge after it ends if it is not paid in full by the stop date. For more information, see Posting to Arrears Pledges.

#### forgiven
Select to mark an unpaid or arrears pledge as forgiven. An example could be if an individual is moving away and is unable to continue making payments towards their pledge.

#### Status
Displays the pledge's status.

- **Arrears** - The pledge has ended and it is not paid in full.
- **Forgiven** - The pledge was marked as forgiven. Only pledges with a status of Unpaid or Arrears can be marked forgiven. An example could be an individual who moved away and is unable to continue making payments towards their pledge.
- **Over Paid** - The pledge is paid in full and additional payments have been made to the pledge. For these pledges, Over Paid displays as the status on the Edit Pledge window, but Paid displays on the Add/Edit Pledges window. In order to overpay a pledge, the option to Overpay Current Pledges must be selected in Contributions Setup.
- **Paid** - The pledge is paid in full.
- **Unpaid** - The pledge is still ongoing, but is not paid in full.

#### View Gifts
Click to view gifts applied to the selected pledge. You can also attach and remove gifts.