

Pledge Adjustments

Updated Jul 20, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

[Here is the new version of this article in the Veracross Community.](#)

Overview

In the event that a Development Office needs to adjust pledge records, there are couple options depending on the situation.

How to Cancel a Pledge Step-by-Step

1. Navigate to the Pledge Record in Veracross Accounting
2. Click on the **Adjustments Tab**.
3. Toggle **Cancel to Yes**, populate the **Temp Adjustment Date**, enter in any date as long as the fiscal period is still open.
4. **Press Update**. With this update, the system created an negative installment item
5. Mark it '**Ready to Post**'
6. **Press Update**, saving the Ready to Post designation
7. Navigate to the **Post Pledges/Donations** on the Development Homepage to post the adjustments.
 1. **Processing Option:** Pledge
 2. **Posting Date:** the date you want this posted to
 3. **Pledge :** look up the pledge installment created
8. Click **Add Post Development**, to successfully cancel this Pledge

How to Write-off a Pledge Step-by-Step

1. Navigate to the Pledge Record in Veracross Accounting
2. Click on the **General Tab**
3. Populate **Write-off Amount**
4. Populate the **Write-off Date**, enter in any date as long as the fiscal period is still open.
5. **Press Update**. With this update, the system created an negative installment item
6. Navigate to the **Adjustment's Tab**
7. Mark it '**Ready to Post**'
8. **Press Update**, saving the Ready to Post designation
9. Navigate to the **Post Pledges/Donations** on the Development Homepage to post the adjustments.
 1. **Processing Option:** Pledge
 2. **Posting Date:** the date you want this posted to
 3. **Pledge :** look up the pledge installment created
10. Click **Add Post Development**, to successfully cancel this Pledge

Please Note: when following this procedure, the write-offs are not reflected in the Pledge PTD fields

How to Add/Reduce a Pledge Installment Pledge Step-by-Step

1. Navigate to the Pledge Record in Veracross Accounting
2. Click on the **Adjustments Tab**.
3. Populate the **Temp Adjustment Type** as Add/Reduce
4. Populate the **Adjustment Date**, enter in any date as long as the fiscal period is still open.
5. **Press Update**. With this update, the system will create two negative pledge installments
6. Click into the specific adjustments
7. Mark it **Ready to Post**
8. Navigate to the **Post Pledges/Donations** on the Development Homepageto post the adjustments.
 1. **Processing Option:** Pledge
 2. **Posting Date:** the date you want this posted to
 3. **Pledge :** look up the pledge installment created
9. Click **Add Post Development**, to successfully cancel this Pledge