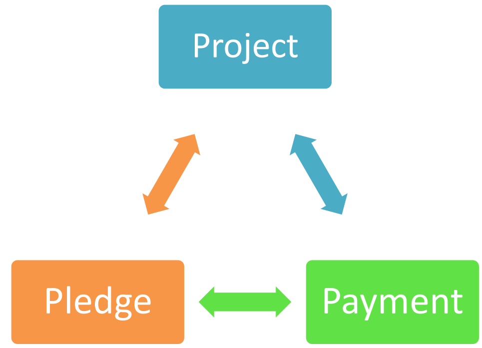
Quick guide

CSI - Pledges & Payments

OVERVIEW

A pledge is a record of a promised payment. DevMan lets you record these details and link them to relevant projects and payees and then pay the pledge in full or in part. Seven days before the pledge is due DevMan reminds you it is ready for payment. Using pledges is a great way to track your available budget vs your allocated budget.

Capturing a payment is a simple as converting the pledge, alternatively you can just capture a payment directly.



PLEDGE / PAYMENT PAGE EXAMPLE

Paid from	Social Responsibility Organization
Budget period	2014
Budget category	Sponsor A
Paid to	Nkosi, Sipho (Mr) - 2014
Parent	Nkosi, Sipho (Mr)
Payee	University of Cape Town
Bank account	Standard bank – registration fees
Description	Payment for registration
Date	05/03/2014
Amount	3 500.00
Fully receipted	☐
Reference number	SN44545556
Managed by	Kanyisa Dlamini

Paid from:	The budget owner from where the funds are being paid
Budget period:	The financial year
Budget category:	A sub-category of the budget
Paid to:	The project / bursary benefiting from the funds
Parent:	The parent organization / person of the project / bursary
Payee:	The organization / person receiving the monies (must be on the database)
Bank account:	Bank account to where the funds will be paid (must be on the database)
Description:	Free format description field
Date:	Date the payment is due / date the payment was made
Amount:	The amount pledged to be paid / the amount paid
Fully receipted:	Once the pledge is paid in full this checkbox indicates that it is fully paid
Reference number:	The payees reference for the payment (student no, invoice no, etc)
Managed by:	The internal person responsible for the transaction

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ADD A PLEDGE

From the project / bursary profile select :

Add → Pledge → Once off

Paid to: Data will auto fill based on the project you are paying from
Parent: Data will auto fill based on the project you are paying from
Payee: Use inline search to link in the payee profile
Bank account: The menu will auto fill with the payees captured bank accounts, select the correct one
Amount: Insert the amount without any currency symbol

Complete all details and save.

VIEW AND PAY PLEDGES

To view pledges, from the project / bursary profile select :

View → Financials → Pledges

Select the pledge that must be paid from the grid

Pledges can be paid in three ways:

- Paid in full
- Paid in part
- Paid via requisition process – see separate quick guide

To pay the pledge in **full**, on the pledge page select:

Action → Pay pledge

A box will pop up asking if you want to flag the pledge as fully receipted.
Select **Yes**, this will open up the payment page.

- Ensure all details are correct, update them if necessary,
- Select Save

To pay the pledge in **part**, instead of selecting YES to flag the pledge as fully receipted, select NO:

- The payment page will open
- Ensure all details are correct, update them if necessary
- Change the amount to be paid
- Select Save

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ADD A PAYMENT (WITHOUT PLEDGING)

from the project / bursary profile select :

Add

Payment

Capture the details
Save and close:

VIEW PAYMENTS

To view payments, from the project / bursary profile select :

View

Financials

Payments

This will show you a grid summary of all payments – select a specific record to view the details.

FINANCE SUMMARY

When viewing the project / bursary in summary mode a finance summary will show the following:

Amount approved	80 000.00
Pledged	80 000.00
Paid	56 500.00
Outstanding	23 500.00

NOTES