Quick guide

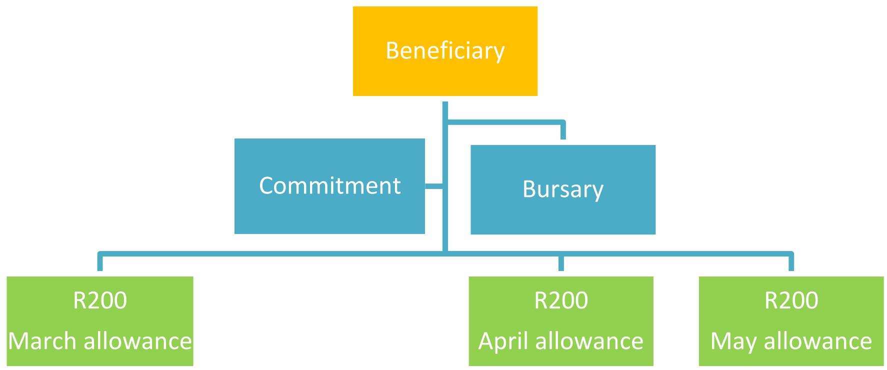
# Payment commitment

**OVERVIEW**

Commitments (promises of future payments) both single pledges or regular (usually monthly) are setup in Devman as a once-off take-on exercise.

For each commitment you are able to:

- Set the start date, frequency, duration (or open-ended) and the amount
- Alter the details as required
- Renew commitments when completed
- Generate pledges automatically (i.e. no need to enter these manually one by one)
- Create workflow with automated triggers on a given milestone




## Commitment example

| | |
|---|---|
| Paid from | Education Trust Fund (budget owner) |
| Paid to | Dlamini, Kusile Ms) – 2014 (bursary / project) |
| Instalment details | Start date 26/03/2014 |
| | End date 26/12/2014 |
| | Next due date 26/05/2014 |
| | Interval Monthly |
| | Amount per interval R1200.00 |
| Total donations | R2400.00 (total paid to date) |
| Status ** | 26/04/2014 Active – Successful<br>26/03/2014 Active – Successful<br>15/03/2014 Captured |

Transaction list (successful payments to date)

| **Paid to** | **Budget** | **Date** | **Amount** | **Bank account** |
|---|---|---|---|---|
| Dlamini, Kusile - 2014 | 2014 – Funder A | 26 April 2014 | 1200.00 | K Dlamini |
| Dlamini, Kusile - 2014 | 2014 – Funder A | 26 March 2014 | 1200.00 | K Dlamini |

devman 3

Quick guide

# Add commitment

To add a commitment you must first have the following details captured on DevMan:

- Beneficiary and payee profile (see Contacts quick guide)
- Bank account of the payee
- The bursary / project (See Bursary / Projects for CSI quick guides)

**From the bursary profile select**:

Add → Finance → Commitment

Then select:

Standard

This will take you to the giving plan template page. Capture the details and Save and stay on page.

**Paid from**: Select the applicable option
**Budget period:** Select the applicable option
**Budget category:** Select the applicable option
**Paid to**: Will default to the bursary / project profile
**Parent:** Will default to the parent of the bursary / project
**Payee Bank account:** Will fill with bank accounts linked to the payee or the beneficiary, select one
**Other flags:** Select other fields from the drop down options

**Instalment details:**
**Auto generate: ****  Select if you require pledges to auto generate
**Interval**: Select the frequency of the commitment
**Amount per interval**: The amount per pledge
**Start date**: When the commitment commences
**Number of donations / End date:**
Add either the number of pledges or the end date
 - if you add the number of donations the end date will auto calculate
 - if you add the end date the number of pledges will auto calculate
 - for indefinite giving plans – DO NOT add a number of donations or an end date
**Next due date:**
For future plans, leave this field blank, the date will auto calculate to the start date
If the plan is captured after the fact:
-if left blank, the next due date will auto calculate to the next future due date or start date
-if manually added the next due date will remain as captured

****Auto generate**

- Commitments selected as auto generate will create the pledge record 7 days before payment is due
- If changes are made on the commitment BEFORE the pledge is generated, the next pledge will reflect this change
- If the pledge has already generated you will need to make any changes directly to the pledge – this will not update the commitment

**Manually generate**

- After capturing the plan select Save & stay on page – this will automatically generate ALL pledges for the commitment
- Any changes required have to be made on each pledge

Quick guide

## View commitments

Commitments can be viewed from the finance menu and from the bursary / project profile

**From the finance menu select::**

Finance

↓

Commitment

↓

View

This will take you to the commitment grid page.

Filter the data using:

- commitment saved reports
- the commitment grid filters

Select a row on the commitment  grid to view the summary of the commitment.

**From the bursary / project profile:**

A summary of commitments is shown on the bursary / project profile page – click on the grid to view the details of a specific commitment, or select:

View

↓

Financial

↓

Commitment

## Edit commitment (auto generated only)

View the commitment summary page then click anywhere on the funding plan details grid or select:

View

↓

Links

↓

Funding plan

This will take you to the commitment  detail page, adjust the instalment details section and saved your changes.

**PLEASE NOTE:**

Auto generated plans: Any changes made to the plan will reflect on future generated pledges.

Manual generation: Any changes required will have to be made to each generated pledge directly.

Quick guide

## View linked pledges

From the commitment edit page select

View

Links

Pledges

This will take you to the pledge grid showing linked pledges

Once a pledge has been paid it will reflect as a successful transaction on the commitment summary page

## Close a plan

Plans will automatically close when they reach their end date. Plans can also be closed individually or as a batch before the end date. .

**Individually –** view the commitment summary then select:

Action

Close commitment

**In bulk –** view the commitment grid, filter the data using:

- the commitment filter function
- commitment saved reports
- the commitment grid filters

On the commitment grid page select the check boxes ☑ of the commitments to be updated then select:

Action

Batch update

This will take you to the bulk update page.

- Add a description
- Select Action to perform – Workflow
- Select Generate milestone – Closed
- Disable workflow – if disabled any linked workflow rules will not generate

Then select: Proceed

This will update the milestones of all selected commitments from Active to Closed. This will also lock the plan and not allow any pledges generated. Any workflow rules triggered by the Completed milestone will be activated (if not disabled) when the update is completed. Wait for the process to complete before continuing to work on DevMan.