

Query for the Pledge Status Report

October 1, 2024

The Pledge Status Report is the perfect report for reconciling with Finance so that RE pledge balances stay in sync with Finance accounts receivable.

I recommend Format 2 of the report, selected on the Format tab, in the Detail section.

However, there is a problem with the option offered at the bottom of tab 3, the Gift Types tab, for **Include outstanding pledges only:**

- If you leave it without a checkmark, you get every pledge ever made in your database, which is overwhelming and useless.
- If you add a checkmark to this field, the report leaves out pledges paid off or written off in the period for which you're running the report, which always raises the question when reconciling, "Where's this pledge?" since the pledge had activity in the period being reconciled.

My recommendation is to not have a checkmark for this option and use the following query instead, which will include pledges paid off or written off during the period of the report but not include every pledge in your database.

Criteria		
↑ ...	Gift Pledge Balance greater than \$0.00	
↑ ...	OR Latest Payment Made equals Last month	
↑ ...	OR Latest Payment Made equals This month	

Important notes for this to work:

1. This is a Gift query. (The screenshot is from a web view query, but you can create the same query in a database view query if web view query is not yet available to you.)
2. Ensure your gift query has all the checkbox options at the top – Inactive, Deceased, and No valid address – with checkmarks. Do not filter around data entry problems in your database. If you have old pledges showing up with balances that you're no longer interested in, fix the pledges, don't just filter them out.
3. "Latest Payment" will identify both payments and write-offs, so it works just as we want it to despite the name of the field.

4. Month is used in the dates based on the recommendation that you run this the first week of every month to reconcile last month with Finance. These relative operators (“Last month” and “This month”) keep the query dynamic and save you from having to update the dates every month.
5. This query is used on the Include button on the General tab of the report.
6. Also on the General tab of the report:
 - a. **Include pledges made after** should be the date 1/1/1900. Again, do not filter around data entry problems in your database, show all pledges in your database.
 - b. **Date** should be “Last month” if you run this the first week of every month. Remember that for this report, this option is not a filter on the Pledge Date but a filter on the date range for the details – new pledges, payments, and write-offs – that are included.
7. On tab 3, the Gift Types tab:
 - a. Again, **Include outstanding pledges only** should not have a checkmark.
 - b. **Calculate gift balance based on date range,...** must have a checkmark so the balance of the pledges is as of the last day of the report – the last day of last month – and not as of today in case any payments or write-offs have been added this month which should not be reflected on a “last month” report.
8. If you want to run this for an entire fiscal year, make sure the General tab **Date** is “Last fiscal year” and use a query that looks like the following instead, replacing 7/1/23 below with the first day of your previous fiscal year. The query below is what we would use in July of 2024 to reconcile the entire year of pledges for FY 23-24 (7/1/23-6/30/24). The date needs to be changed each year, there is currently no way to make this dynamic. However, a whole year reconciliation should not be necessary if you’ve been doing it monthly as recommended.

Criteria

- ↑ ... Gift Pledge Balance greater than \$0.00
- ↑ ... OR Latest Payment Made greater than or equal to 7/1/2023