



Submitting Transactions as Deposits or Pledges

Why It Matters and How to Help Ensure Accurate Processing

At Upic, accurate processing depends on receiving documentation in the correct format—either through the Deposit submission path or the Pledge submission path. While every contribution ultimately results in a pledge record within our system, the method of submission determines how that pledge is created, how the transaction is handled, and how it flows through donor and financial reporting.

Submitting items under the correct category ensures that your gifts are processed quickly, accurately, and without unnecessary follow-up.

Your cooperation in following these submission guidelines allows us to maintain accurate donor records, ensure clean financial reporting, and process your work as efficiently as possible.

Deposits	Pledges
Donor Advised Funds	Workplace Cards / Forms
IRA	Workplace Fully Paid Cards
Stock	MIG module Cards
Cash Basis or Fully Paid 3 rd Party Files	3 rd Party files that will have more than one payment applied to them through the year
Fully Paid Individual Mailers not attached to a workplace (when less than 10)	More than 10 cards for Non workplace Ind.
	Gift-In-Kinds

Deposit Submissions

Deposit submissions are used when payments are being **collected now** or when **payment is received**, whether those funds relate to a pre-existing pledge or are to be recorded as cash-basis contributions.

Submit as Deposits for:

- **Donor Advised Funds (DAFs)**

Documentation from the sponsoring organization—such as the legal memo or remittance details—specifies these funds cannot be used to satisfy an existing donor pledge. Therefore, DAF contributions should be processed as cash-basis receipts and should not generate a pledge record in the system.

- **IRA Contributions**

IRA gifts may be cash-basis or applied to a pre-existing pledge. If you receive a **check**, it should be submitted using the **Deposit** process.

- **Stock Gifts**

Stock gifts *can* be entered in advance as pledges, but in practice they are typically entered as **Deposits** when the funds are transferred and payment is received.



- **Cash-Basis or Fully Paid Third-Party Files**

These represent funds being collected now. They should be submitted as deposits because payment has been received at the time of processing.

- **Fully Paid Individual Mailers (<10, non-workplace)**

Small batches of fully paid individual gifts are most efficiently processed as deposits.

- **Payments Applied to Existing Pledges**

Any payment intended to reduce the balance of an already-established pledge should always be sent via the **Deposit** path.

Pledge Submissions

Pledge submissions are used when a donor is making a **new commitment**, especially when payments occur later or when donor-level, workplace, or installment-based reporting structures need to be created.

Submit as Pledges for:

- **Workplace Cards / Forms**

These represent donor commitments made through workplace campaigns and require a pledge structure.

- **Workplace Fully Paid Cards**

Workplace Fully Paid Cards represent donor commitments made through a workplace campaign and **should** be submitted as pledges to ensure accurate workplace and campaign reporting.

Because these cards include both a **pledge** and a **payment**, it is essential to document the payment on your **Deposit Log**. This lets our team know that the payment has already been accounted for in the pledge submission and prevents it from being entered a second time as a separate deposit. Logging the payment on the Deposit Log is critical to avoid **duplicate entry** and ensures the pledge and payment stay correctly linked.

- **MIG Module Cards**

MIG cards must be entered as pledges because they are attached to Andar through the **Data Loader Tool** and cannot be entered as one-off transactions.

- **Third-Party Files With Multiple Expected Payments**

If payments will be received throughout the year, these items require pledge entry so payment activity can be recorded correctly over time.

- **More Than 10 Fully Paid Non-Workplace Individual Cards**

For larger batches of individual donor commitments, pledge entry ensures consistency and reporting accuracy.

Reminder: All cards we process must be **mapped** to ensure all donor, employer (if applicable), and designation data can be fully and accurately entered.

- **Gift In Kind (GIK)**

GIK donations should always be submitted as pledges. These gifts do not involve a bank deposit and require an accounting date rather than a deposit date.

Why Correct Submission Matters

Submitting documentation through the correct path helps Upic:

- Prevent confusion about how a gift should be recorded
- Avoid duplicate records or double booking
- Ensure payments are applied correctly
- Maintain clean donor, workplace, and campaign reporting
- Reduce delays caused by clarification or correction requests
- Keep financial and donor records audit-ready

Even though all transactions ultimately result in a pledge record, the **submission type determines how cleanly and accurately the transaction flows through the system.**

Final Note

To ensure accuracy and avoid confusion or duplicate entries, please submit each transaction using the method requested by Upic. Submitting documentation correctly helps us process your work smoothly, maintain reliable donor and financial records, and provide the highest level of support to your organization.