

Editing Gifts and Pledges

Learn what you can now change on a recorded gift or pledge in Muse — including dates, campaigns, amounts, and donors — plus how every edit is tracked in a new audit log.

You can now fix mistakes on gifts and pledges that have already been saved. Many fields that used to lock once a gift was recorded can now be changed.

Every change is tracked, and your accounting stays correct automatically.

What You Can Change on a Gift

Open any gift from the Donations list.

What You Can Change	What Happens
Gift Date	You can move a gift to a different date, including a date in the past. Your accounting entries move with it. Future dates are not allowed.
Campaign and Donation Category	You can change these even after the gift is saved. Muse cancels the old accounting entries and creates new ones for you.
Appeal	You can change the appeal at any time. Totals for both the old and new appeal update automatically.
Amount (unpaid gifts)	If a gift has not been paid yet — for example, one waiting on a payment link — you can change the amount.
Payment Type	You can add a payment type when one is missing. You can also change it on an unpaid gift.
Donor	You can move a gift to a different donor. If the thank-you letter was already sent, Muse warns you and sets the letter back to "Not Sent" so a new one can go to the correct donor.
New donor	If the right person or organization isn't in your system yet, you can create them from the donor search box and attach them in one step.

What You Can Change on a Pledge

Open any pledge from the Pledges list.

What You Can Do	How It Works
Commit a draft pledge	There is now a Commit button with a confirmation step. Committing records the amount the donor promised. Status is no longer a dropdown you set by hand.
Save a verbal pledge with no amount	If a donor has promised a gift but hasn't named an amount, save the pledge now and add the amount later. The amount is only required when you commit.
Edit a payment schedule in progress	You can change the schedule even after payments have come in. Paid rows are locked. Remaining rows can be added, removed, re-dated, or changed in amount. Your payment history stays intact.
Add soft credits	You can add, edit, or remove soft credits on a committed pledge. Each soft credit can be no larger than the amount paid so far.
Change the donor	You can change the donor using the same search box as gifts.

What Happens When You Save

You'll be asked for a reason	If you change an amount, the donor, or a soft credit, Muse shows you what's changing and asks for a reason. This is required, and the reason is saved with the change.
Accounting updates automatically	When a money field changes, Muse cancels the old accounting entries and creates corrected ones. If that month was already sent to QuickBooks, both are dated today instead — so your closed books don't change.

Everything is recorded

Each gift and pledge has an **Audit Log** tab showing who made the change, what changed, the old and new values, the reason, and when.

Edited records are easy to find

The Donations list has an **Only edited** filter built on the audit log.

Need Help?

If you have questions about editing a gift or pledge, contact your Muse Support at **support@musesoftware.ai**.