

Spiritual Solutions Quick Referene Guide: 8/19/10

All Actions in this guide assume a starting point of the Main Menu.

All Bold items are the command buttons to click.

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I. PROGRAM LOG IN / SETUP / ADMINISTRATIVE

NOTE: Quick Reference Guide is still in DRAFT status, check www.mymemberdata.com for updates

a) LOG IN:

The file that opens the program is **C:\SpSol\SpSol.mde**. Open this file to load the log on form.

NOTE: You can create a shortcut to this file on the desktop

The default **User ID** is: Admin, type this in the user id field and press enter on your keyboard.
The default **Password** is: Super, type this in the password field and press enter, the Main Menu will load.

NOTE: Neither the user ID or password is case sensitive

After Logging in you can also go to **Org Info/Program Setup**, then check the box to Enable Auto Log In, this will provide a button off to the side of the Log On form that you click to immediately open the program with full rights. This feature should ONLY be used with a Single User on a Single PC configuration.

At the Main Menu, Contacts should be added first, you can use the **Add Contact/Member** Button to add contacts or you can click **Businesses** to add your business contacts (If a member be sure to click the Member checkbox for that contact). You can close when adding businesses is complete and repeat with individuals by click the **Individuals** button. Note with individuals you can also affiliate them with the Businesses entered.

Once you have your contacts entered, you can move on to the Setup Checklist, form the Main Menu, click the Org/Program Setup located in the upper right

b) Setup:

Org/Program Setup; enter the information for your organization

Setup Checklist

Financial Ledgers-Enter information for each Bank/Investment Account, Close when done.

Account Setup, Enter Accounts Desired. Close when done.

Account Item Setup, Enter Accounts Items (Sub Accounts) Desired. Close when done.

Pledge Amounts, Enter Pledge Amounts and Descriptions. Close when done.

Member Interests, Enter Interest Your contacts have selected, Close when done

Member Categories, Enter Categories, Close when done.

Member Setup, Set Join Date, Category, Interests, etc (No adding) Close when done.

Employee User Setup, Enter Employees/Volunteers and user name. Close when done.

Network Event Setup, Enter your information, Close when done.

Invoice Message List, Enter messages, Close when done.

Inventory Setup, Enter Inventory info, Click Add New Item for 2nd, etc. Close when done

Equipment Setup, Enter Equipment info, Click Add New for 2nd, etc. Close when done.

Close to return to the Main Menu.

c) Data Backup:

The most important file in the program is SpSolData.mdb, this file should be copied to another media such as a flash drive, external hard drive, another computer or you can zip and email to someone. All other files can be replaced with no loss of data. For a single User program the location of this file will be C:\SpSol folder.

On the log on form is also an automated backup program to zip and upload your data file to PSTcorp's secure ftp server. In a network environment with multiple users, all users **MUST** be logged out of the program prior to doing a backup. Click **Exit, Open Backup Data Utility**, then Click **Backup Now**.

NOTE: There is a small annual fee to activate this feature, For Clients who utilize the autoweb update feature, this is included in that fee. Visit www.mymemberdata.com for current pricing.

d) Administrative:

Administration, A definition for each command is presented here, Close when completed or to return to the previous menu.

Employee List, for add/edit employees, set security, log training classes, Salary information.

Training Class List, Add/Edit any training classes taken by employees.

Maintain Contact Categories, Define Categories for assignment to Members/Contacts.

Maintain Contact Types, User defined for assignment to Members/Contacts

Maintain Comm Categories, User defined to assign to Member/Contact Communication Log

Turn Form Sizer On (Off), Automatically sizes some main forms to fit screen, works well with Access 2000 and 2007, tends to produce errors with Access 2002/2003. It will also automatically log the user off and you will need to log in again.

Invoice Messages, Enter Invoice messages that can be inserted into Invoices or Pledge billings.

Webpage Scripts, Contains the html code to insert on your website pages for member directory, calendar of events, boards/committees and employment opportunities. This feature can also have added pages and is fee based to implement.

Website Preferences, Sets sort order and number of records to load when a website visitor clicks the member directory.

Past Newsletter List, Log and link to any past newsletter list, a future upgrade will have an ability to upload the newsletters to a website.

All Contacts, Business and Individuals, A combined list of all contacts both business and individuals

Merchandise Credit>Returns, For issuing a refund on purchased merchandise sold from the main menu.

Inventory Locations, Enter locations where inventory items are kept.

e) Inventory Manager (Note this is also in Setup)

a) Add:

Inventory

Add New, Enter the data for the inventory item

Close to return to the inventory screen list

Close to return to the Admin/Support Menu, **Close** to return to the Main Menu.

b) Edit:

Inventory, Find and Select the inventory item desired

Item Detail, Edit the information desired

Close to return to the inventory screen list

Close to return to the Admin/Support Menu, **Close** to return to the Main Menu.

c) Find

NOTES: Primary and Secondary Keywords can be assigned to inventory items to aid in finding them on the master inventory list. A primary keyword may be battery with a secondary keyword of 9 volt.

Inventory, Select a Primary Keyword, all matching records are displayed,

Select a Secondary Keyword (Associated with Primary) and the list can be further limited

Item Detail, Edit the information desired

Close to return to the inventory screen list

Close to return to the Admin/Support Menu, **Close** to return to the Main Menu.

Maintain Projects, Add/Edit projects, can also be assigned to tasks.

f) Equipment Manager (Also in Setup)

a) Add:

Equipment

Add New, Enter the data for the equipment or Location

Close to return to the Equip/Location Master list

Close to return to the Admin/Support Menu, **Close** to return to the Main Menu.

b) Edit:

Equipment, Find and Select the Equipment/Location desired

Equipment Detail, Edit the information desired

Close to return to the Equip/Location Master list

Close to return to the Admin/Support Menu, **Close** to return to the Main Menu.

c) Preventive Maintenance Tasks:

Equipment, Find and Select the Location/Location desired

Equipment Detail, or double click the equipment description to open the detail

Attach PM's/Cals, IF the list is blank click **Add New Master Listing**; Enter the Preventive Maintenance Task (i.e. Change Oil) Click **Close**.

Find and select the PM task to add

Attach to Equipment, Enter the detail data for this PM as it relates to the Equipment/Location Selected

NOTES: This PM task will automatically be created within 30 days of its next due date (determined by date last done and frequency in days).

Close to return to the Equipment/location detail

Close to return to the Equip/Location Master list

Close to return to the Admin/Support Menu, **Close** to return to the Main Menu.

d) Spare Parts:

Equipment, Find and Select the Equipment/Location desired

Equipment Detail,

Attach Spares, IF the list is blank click **Add New Item**, Enter the Inventory Detail (i.e. Battery) Click **Close** when done.

Find and select the spare part from inventory to add

Attach to Equipment, Click **OK** to the message the item has been attached to the equipment

Close to return to the Equipment/location detail

Close to return to the master equipment list

Close to return to the Main Menu

Software/Manuals List Maintain a list/location and assignment for any type of media.

Task Types, Define the task type for assignment when creating new tasks

Refresh Finance History, Currently each time the program has an updated application installed (SpSol.exe) or if you need to re-install the application (not data) due to a problem, click this button before proceeding. This will build the history files needed to be viewed in Contact Detail. It is planned that this function will be automated in a future upgrade.

II. MEMBERS/CONTACTS

a) Add Contact/Member:

****NOTE**** The Main Menu will always default to your Member List upon logging in

****NOTE**** YOU SHOULD ALWAYS PERFORM A GENERAL SEARCH TO MAKE SURE THE CONTACT IS NOT ALREADY IN THE DATABASE, SEE STEP B IN THIS SECTION

Add Contact/Member

Select

- Add Member Individual, *This will enter a member*
- Add Non Member Business, *For adding Vendors or other Business contacts*
- Add Non Member Individual, *Perhaps a visitor or regular attendee*

Continue

If adding a Member Individual, you will be prompted to Select

-Add Current Non Member, *If the contact is in the database, a selection box will appear showing all non members only, select the one that has joined as a member. Select continue, then Close*

-Add New (Not in Database), *If after a general search you find no matching contacts, then select this option and enter the information for the contact, Select Continue.*

The Add form will load, enter all appropriate data (Note join date defaults to the current date), Close when complete.

OR

From the Main Menu, Click **Business** (Master Business List) or **Individual** (Master Contact List) **Quick Add**, Enter Contact Info, If a member for Individuals click the Member checkbox. Close when done to return to the Main Menu. If you added a new member, you need to click the Members button to refresh the list on the Main Menu.

NOTE: You may also click **View details** to enter other information

b) Search/View/Edit:

Search, Select a Category AND/OR enter a keyword (Default search by category/keyword is for members only, you can click the non members to search only non members by category/keyword) Show Results, Any matches to your criteria will then be displayed. Detail, You may view or edit the information

OR For a General Search

Search, then click **General**, Enter what you are looking for Show Results, The Master Contact list will appear with any matching records. Matches will be found for Name, Address, City, State, Zip, Phone, and email

For example, entering Sam will find any records that have Sam in any of the fields mentioned above including any names with Sam or any Streets or Cities with Sam.

c) Adding Contacts to Contacts (Relationships):

*NOTE** Before adding a contact to a contact, use the General Search function to make sure BOTH contacts are in the database, if not add them.*

*Find and select the contact desired using a general search, then double click their name or click **Member Detail/Non Member Detail** depending on options selected, then select the **Family/Contacts Tab***

***Add Contact**, Select the individual from the selection box, Select the Relationship to the contact, for example Sue Taylor is being added as a contact for Ron Taylor, Enter Sue as the wife and Ron as the Husband, if the relationship is not listed simply enter it and it will be in the list next time a contact is added to a contact.*

Close to return to the Main Menu

****NOTE****, Any contact information added will also automatically update the contact tab for the individual who was just added. Example, If you entered Mary as John's wife, then on Mary's contact detail, John will be listed as Mary's Husband.

d) Log Milestones:

*To Log a milestone find the contact and double click their name or click **Member Detail**. Click the **Milestones/Honors Tab**. In the milestones Box select the milestone and then enter the date of the milestone. Examples of milestones can be birth, wedding, baptism, first communion, death.*

NOTE: *If the milestone is not listed, click **Maintain Milestones** and add the new milestone you wish to track. Click **Close**. Put your cursor in the milestone selection field and from the File menu click **Records**, then **Refresh**, the new milestone will now appear as a selection in the list. **Close** to return to the Main Menu*

e) Information Sheet:

After Finding and selecting a member or non-member you can view an information sheet

Information Sheet, You will be prompted to select visitor copy or org copy. The **visitor copy** is basic contact info where the **org copy** is far more detailed and may want to be printed in the event the contact is being visited. It contains more detail such as all contacts, milestones and committee involvement.

*You may now print, email (Right Click and select **Send To**) or fax (if you have a fax program setup as an alternate printer), click **Close** to return to the Main Menu.*

OR *Following a Category/Keyword Search*

Information Sheet

*Option to preview the Record Selected (**Single**) or **All Matches Found***

*You may now print, email (Right Click and select **Send To**) or fax (if you have a fax program setup as an alternate printer), click **Close** to return to the Main Menu.*

f) Background Checks:

*Using Sort or Find, select the Member to log a milestone and double click their name or **Member Detail***

Contacts Tab, *Here you can check that background check was complete and date completed along with any notes, there is a Report in Reports A under Contact Reports to List Contacts with Background Checks completed by Date Range.*

Close to Return to the Main Menu.

g) Cancel Membership/Restore Cancelled Member:

*Using Sort or Find, select the Member to Cancel
Member Detail*

Cancel Membership, you will be prompted for a termination reason, enter the reason, the termination date defaults to the current date, change if required.

NOTE** If the termination reason is not in the selection box, enter the desired reason, it will then be in the list the next time a member is cancelled.

Close to Return to the Main Menu.

NOTE: Restoring a Cancelled Member is a future function to be developed

h) Contact Calls/Visitation Schedule:

PROCEDURE UNDER DEVELOPMENT

III. ATTENDANCE LOGGING

Attendance

*Add New Entry, Enter Date, Type and Number Attending
Close to Return to the Main Menu.*

NOTES:

- To set the desired Types for selection, click the **Maintain Types**, Enter a type code and description for the last empty record, then **Close**.
- You can filter the attendance list by using the form view selection box at the top of the form
- You can run attendance reports by using the Reports selection box at the top of the form
- You can export the attendance log by date (for example an excel spreadsheet)

IV. YOUTH CARE MANAGEMENT

Youth Care Management is intended to provide a process where only approved contacts can check in or check out young children before and following worship services or any event. The process is to enter a date for youth care, the location, and up to 4 Caregivers (Note: Caregivers **MUST** be individual contacts in the database) who have the responsibility for the children while under their supervision. Caregivers must have a background check completed, this is logged on the Family/Contacts tab located on the contacts detail form. Once that is entered, you can then accept young children to be entered into the location by Checking them in and then upon completion Checking them Out. Only authorized adults setup in the program can Check in or Check out Youth Care Participants. For older children (for example Sunday School), it is recommended to setup what Spiritual Solutions calls a Major Event and Register them for that school using the Registrations/Classes tab on the contact detail. See Chapter VIII of this quick reference guide.

Youth Care, Add New Date/Location, Enter a date for Youth Care, the Location and up to 4 Caregivers.

NOTES:

- You can filter the Youth Care Log list by using the form view selection box at the top of the form
- You can run attendance reports by using the Reports selection box at the top of the form
- If a caregiver does not appear in the selection box, Return to the main menu to search for the caregiver, when found, open their contact detail, click the Family/Contacts tab and be sure the background check is complete and dated.
- If a Location does not appear, click the **Maintain Locations**, add the new Location and **Close** to return to the Youth care Log.

You are now ready to Check in Small Children:

Select the Date/Location desired, Click **Attendance List: Check In/Check Out**

Go to the last empty record where child name is blank and select the child being checked in. If the child is not in the list, return to the main menu, search and open the contact detail for the child. Go to the Family/Contacts Tab and make sure the Enrolled in Youthcare/School is checked. Also note any contacts for the child and make sure the checkbox for contacts that will be checking in or checking out the child have their Youth Care Auth checkbox set to yes.

Check In, Select the name of the person checking in the child, if not listed, click **Cancel**, then click **View Child Contact Detail**, go to the *Family/Contacts* tab and make sure there are contacts who are authorized.

****NOTE****, In the event there are no authorized contacts for check in/out, enter the name of the person in the last field who did check the child in. This can then be used to verify this person for the next time.

Next select an **OPTIONAL** alternate contact for the child, click **Continue** and note the check in contact is logged along with the time.

Continue the Process of Checking in, until complete, you may then click **Preview/Print Attendance Sheet** that will list important contact information along with any **Medical/Allergy** issues for the child.

****NOTE**** Any **Allergy/Medication** is entered for the child on their **Family/Contacts** tab on the **Contact Detail Form**.

You are now ready to Check Out Small Children:

Check Out, Select the name of the person checking out the child, if not listed, click **Cancel**, then click **View Child Contact Detail**, go to the *Family/Contacts* tab and make sure the person checking out the child are contacts who are authorized.

Continue the Process of Checking Out until complete.

Close to return to the **Youth Care Date/Location Log**
Close to return to the **Main Menu**

V. CALENDAR OF EVENTS

Calendar of Events, To Enter a new event scroll to the bottom until you come to the last empty record or click the add new record icon in the lower left. To edit an event search the event desired and make your changes.

Be sure to enter a category, if one does not appear simply type in the category desired. Enter the date, time, am/pm, location, contact, phone, website and a brief description for the event.

There are also a **Sort Field** and **Duration Field**. **Sort field** defaults to 1 and is only used when there are multiple events on the same day, you can specify what order the events will appear on the website calendar. **Duration** defaults to 1 and is automatically calculated based on start and end dates for the event. This allows for only one entry for that event, but the website calendar will list the event for each day of it's duration.

Close to Return to the **Main Menu**.

NOTES:

- You can copy a selected event and enter new dates/times by click **Copy Selected Event with New Dates**.
- You can integrate the **Calendar of Events** with your Existing Website, See **Chapter X1** on **Website Integration** features.
- You can preview reports by **Category** or **Dates** and **Export** same at the top of the form

VI. TASK MANAGER

a) Add Task:

Tasks

Enter New Task, Enter data related to the task, Note that you can:

Assign a task to a board/committee

Assign a task to a Major Event (After entry and set via Task Detail)

Repeat a task periodically; See Auto Create Tasks in the next section.

Close to return to the task list

Refresh Data to see the task just created, to assign to an event, select the task just created and click Task Detail/Data Entry.

Close to return to the Main Menu

b) Auto Create Tasks

Tasks

Create PM and Repeat Tasks Due, This function will automatically create open tasks based on PM tasks and Repeat Tasks due within the next 30 days. They will appear on the open tasks list.

c) Edit Task

Tasks, Find and select the task desired

Task Detail/Data Entry, Enter data related to the task

Close to return to the task list

Close to return to the Main Menu

d) Complete Task:

Tasks, Find and select the task desired

Task Detail/Data Entry, Enter date closed, closed by and then set the closed checkbox to ON

Close to return to the task list

Close to return to the Main Menu

VII. FINANCE

a) Finance Setup:

See Org/Program Setup

b) Log Offerings:

Finance

Log Offering, Enter the date of the service when offering was received

Select Received From, if the name is not listed, either close and add them as a contact or if you do not want them as a contact, type their name

Income Account will default to Regular offering

Enter Payment Type, Check # if applicable, Date will default to Date of Service

Last, enter the amount

Repeat these steps for each offering received. You may also enter all cash in one lump sum and indicate received from as "Unknown"

Now click Finish, at the bottom of the form, you will be routed to the make deposits form, see the section on deposit money Section VII.n (This section)

c) Log Pledges:

Under Development,

d) Add Invoice/Pledges:

Finance,

Add/Edit Invoice, Select Customer Name, then enter items and amounts. Close when done.

e) Auto Invoicing:

Finance, Then enter the number of days forward, Any member with a due date less than the date calculated will automatically have an invoice created based on their dues and options. Be sure to also select the account to assign for membership renewals.

f) Print Invoice(s):

There are 2 ways to print invoices: Single or Batch

Single:

Finance

Open/Closed Invoices, Find and select the invoice desired.

Print Selected Invoice, Select a message to display on the invoice (default is none)

OK, The invoice will appear in a preview mode, click Print on the toolbar.

Batch:

Finance

Print Invoices (Batch), *Select the date invoices were created or select **Print All open invoices***
*Click **Continue** if a date was selected.*
*The invoices will appear in a preview mode, click **Print** on the toolbar.*

OR

Finance

Print Invoices (By Date Due), *Select a message to display on the invoice (default is none)*
OK
*Enter **From Date**, then press **Enter***
*Enter **To Date**, then press **Enter***
*The invoices will appear in a preview mode, click **Print** on the toolbar.*

g) View/Edit/Delete Invoices:

4 ways:

1) From Ledger (Credit Cards Only)

Finance

View Registers; *Select the Register the Payment was applied to.*
Find and Select the transaction associated with the invoice (use name or date it was received)
*To View/Edit, click **View Split Details**, You can change the account item only. Click **Close** to return to the Register.*

*To Delete, click **Void Transaction**, Select **Delete Invoice Payment** (The invoice will revert back to an open invoice) **OR** **Delete Entire Invoice**. Click **Close** to return to the Finance Menu.*

2) From Make Deposits

NOTE: *If the invoice was paid with a check or cash AND has already been deposited, you must first go to the register, locate the grouped deposit that included the payment and click the void transaction on the grouped deposit. All payments in that deposit will then return to the Make Deposits Form.*

*To help you locate when the invoice was deposited, Go to **Open/Closed invoices**, click on **View Paid Invoices**, Find the invoice and note the date it was deposited (Last column).*

Finance

Make deposits; *Select the Register the Payment was applied to.*
Find and Select the transaction associated with the invoice (use name or date it was received)
*To View/Edit, click **View Split Details**, You can change the account item only. Click **Close** to return to the Make Deposits form.*

*To Delete, click **Void Deposit**, Select **Delete Invoice Payment** (The invoice will revert back to an open invoice) **OR** **Delete Entire Invoice**. Click **Close** to return to the Finance Menu.*

3) From Open/Closed Invoice

Finance

Open/Closed Invoice, *Click in a field that you know identifies the invoice (i.e. number, customer) and then use the A-Z sort or find functions of access to locate the invoice.*

For Invoices Still Open

Invoice Detail, You can change the account item only. Click **Close** to return to **Open Invoices**.

To Delete, click **Delete Invoice**. Click **Close** to return to the **Finance Menu**.

For Invoices Paid

View Paid Invoices, Click in a field that you know identifies the invoice (i.e. number, customer) and then use the A-Z sort or find functions of access to locate the invoice

NOTE: If the invoice was paid AND has already been deposited (There will be a date in the deposit date field, last column, you must first go to the register, locate the grouped deposit that included the payment and click the void transaction on the grouped deposit.

Invoice Details, You can change the account item only. Click **Close** to return to **Paid Invoices**.

To Delete, click **Delete Invoice**. Click **Close** to return to **Open Invoices**.

4) From Add/Edit Invoice

Finance

Add/Edit Invoice, Click in a field that you know identifies the invoice (i.e. number, customer) and then use the A-Z sort or find functions of access to locate the invoice. Edit the invoice as desired.

NOTE: To delete an item, select the record selector box FOR THAT ITEM (square gray box to the left of the account). There will be an arrow in the box indicating the record is selected.

To Delete, click **Delete Invoice**. Click **Close** to return to the **Finance Menu**.

h) Receive Payments:

Finance

Open/Closed Invoices, Find and select the invoice to apply a payment

Receive Payments, Enter the date paid, amount, payment type and check #/ approval code

Close, to return to the **Open invoices form**

Receive another payment or click **Close** to return to the **Finance Menu**.

i) Merchandise Sale(s):

Merchandise Sales; enter the customer name (optional), the items sold and their quantity.

NOTE: Items for sale come from the Inventory data that are flagged as items for sale, if the item being sold does not appear in the selection box, you must enter the item as **Inventory Sale** item first.

Payments **MUST** be received before closing this form on all **Merchandise Sales**, if payment cannot be received, create an invoice and adjust inventory levels manually.

Receive Payment, Enter Date paid, amount, payment type and check #/approval code

Close to return to **merchandise Sale**, **Inventory Quantities** will be updated based on **Quantities Sold**.

Close to return to the **Main menu**.

j) Enter Bill:

Finance,
Enter Bill, Select Pay to Name (i.e. A Vendor to Pay), Reference # (i.e. their invoice #) then enter items and amounts.
Close when done.

NOTE: You may also enter bills and payments directly into the registers provided there are no split details to record. For example, you may enter the phone company bill directly into the register since the entire payment will be assigned to the telephone expense account. Check number should be set "To Print" if you are utilizing the program to print your checks. An example of when not to use direct entry for bill payments would be a credit card bill since the money paid may be applied to more than one expense account and in this case the Enter Bill/Pay Bill functions should be used.

k) View/Edit/Delete Bill:

3 ways:

1) From Ledger

Finance
View Registers; Select the Register the bill was paid from.
Find and Select the transaction associated with the bill (use name or date it was issued)
To View/Edit, click View Split Details, You can change the account item only. Click Close to return to the Register.

To Delete, click Void Transaction, Select Delete Bill Payment (The bill will revert back to a bill to be paid) **OR** Delete Entire Bill. Click Close to return to the Finance Menu.

2) From Pay Bill

Finance
Pay Bills, Select the Register, then Click in a field that you know identifies the bill (i.e. number, customer) and then use the A-Z sort or find functions of access to locate the bill.

To Edit

View/Edit Bill Detail, Edit as desired. Click Close to return to Pay Bills form.

To Delete

To Delete, click Delete Bill. Click Close to return to the Finance Menu.

3) From Enter Bill

Enter Bill, Click in a field that you know identifies the bill (i.e. number, customer) and then use the A-Z sort or find functions of access to locate the invoice. Edit the bill as desired.

NOTE: To delete an item and not the entire bill, select the record selector box FOR THAT ITEM (square gray box to the left of the account). There will be an arrow in the box indicating the record is selected. Then click Delete Bill Item

To Delete, click Delete Bill. Click Close to return to the Finance Menu.

l) Pay Bill:

Finance

Pay Bill; Select the Register the bill was paid from

NOTE: If there are no bills to pay for this register, the program will provide a message there are no bills to pay, click **OK**.

Click the Check Box labeled "Pay Bill". Note the program provides a balance of the register along with a sum of bills to pay. Checking pay bill automatically enters this bill into the register as a "To Print" bill.

Close to return to the Finance Menu

m) Print Check:

2 ways:

1) From Print Check(s)

Finance

Print Check(s), Select the Register the bill was paid from

NOTE: If there are no checks to print for this register, the program will provide a message there are no bills to pay, click **OK**.

The program provides you with the next check number to print, if incorrect enter the correct check number then click **Continue**.

Click the Check Box labeled "Print Check ONLY for those checks you want to print".

Click **Print Checks**.

Click **Close** to return to the finance menu.

NOTE: Check numbers are automatically updated in the selected register. To delete a check to print, click the **Delete Check to Print**. The record will then return to the Pay Bills function and is removed from the register.

1) From Registers

Finance

View Registers; Select the Register the bill was paid from

Find and select the check number to print.

Click **Create Check**, a check will load in preview form

Click **Print**

Close to return to the register

Close to return to the Finance Menu.

n) Deposit Money:

Finance

Make Deposits

Select the register to make deposits to, click **Continue**

At the top of the form, the deposit date will default to the current date, edit the date if applicable and enter any notes about this deposit. The make deposit form will contain any money received from Offerings (Register 1 only), Events, Invoices, Pledged monies or Networking events.

If money has been received any other way, scroll to the last record and add a "Miscellaneous Deposit" by entering who the money was received from (Unknown is OK), the income account from your chart of accounts, payment type, check number if applicable and the date you received the money.

Check the Deposit Checkbox to indicate this income will be deposited; repeat for each payment to be deposited.

NOTE: Each time the deposit box is checked, it will update the amount to be deposited. This function groups the payments so the deposit in the register will match the bank statement for reconciling.

If a payment was assigned to be deposited to the wrong register, you can also re-assign the register on this form. The last column is a selection box that you can use to re-assign the register for a payment.

Close to return to the Finance Menu

In the event you close before processing of the monies received, you can go to the applicable register, find the deposit just made and void this deposit. The deposit when voided will return all monies grouped with that deposit to the make deposit form for that register.

o) View Registers (Ledgers):

Finance

View Registers; Select the Register to view all transactions for that register. Default sort order is by date, the last field will indicate your current balance.

Close to return to the Finance Menu

p) Reconcile Accounts:

NOTE: Prior to Reconcile, note any interest income or bank service charges on the bank statement. Go to View Registers and enter 2 direct entry transactions, 1 credit for interest and 1 debit for bank service charges. These will appear in the reconcile form to be checked off as cleared.

Finance

Reconcile; Select the Register the bill was paid from

Enter the Period Ending Date and the Ending balance as provided on your bank statement

Check off all debits (checks) that appear on your statement including the entries made for interest and bank service charges.

Check off all deposits that appear on your statement including entries for interest.

NOTE: If there is a debit or credit on your bank statement not listed in the reconcile form, this **MUST** be resolved. Close out of reconcile and correct the missing transaction.

If the register reconciles, the Difference Field at the bottom will be ZERO (\$0.00), If not, resolve the discrepancy or let the program make an adjustment of this amount in the register.

Click **Reconcile**

Click **Continue**, a reconcile report will print.

g) Create/View Budgets:

Finance

Create/View Budgets

Create Budget, enter a year for the budget, Actual expenditures will initially be ZERO for current and last year, these numbers will be updated by clicking close, then Budget Detail.

NOTE: You may create several budgets for the same year by entering 2004A for one and 2004B for another. This can be an aid to comparing 2 or more budgets by adjusting numbers and having a tool to aid in the approval of a budget. Once approved all variations of the budget for that year may be deleted except the approved one.

Enter comments and budget amounts for each income and expense account,
Click Close to return to budget summaries form
Close to return to finance.

r) Paychecks:

NOTE: From the Finance Menu, you can click View Employees, then double click a name to view the details for that employee. Here is the location to set the salary information. Leadership personnel may have other salary, enter this information but selecting the other salary button.

If any Personnel are hourly, you must first click the **Log Employee Hours**, enter the information and click the Pay checkbox. Salaried personnel are not required to enter hours worked.

Finance

Create Paychecks; check the box for each employee to pay

Enter Paycheck Data; enter account for paycheck expenses, Gross salary, taxes, etc.

NOTE: Once a paycheck has been created you can use the **Load Last Paycheck Data for employee selected** to save on data entry time if pay is the same each payday.

Create Paychecks

NOTE: Paychecks will appear in **Checks to Print**, Tax liabilities will go to the **Tax Liabilities to Pay** form. Any check listed on the **Checks to Print** form are also in the applicable register, the check number will indicate "To Print". If you are not using the program to print checks you may manually enter the check number in the Register.

s) Tax Liabilities:

Finance

Pay Tax Liabilities; check the box for each liability to pay

Pay Selected Liabilities

NOTE: Liability Payments will appear in **Checks to Print** and with a pay to as set on the Finance Menu for Fed, State, Local, FICA, and unemployment tax.

t) Sales Tax:

Finance

Pay Sales Tax; enter a from/to date to pay sales tax thru (excludes sales tax for sales after this date)

Continue, if no tax due, click OK to the message.

Pay Tax, Sales Tax Payments will appear in **Checks to Print** and with a pay to as set on the Finance Menu for Sales Tax Pay to.

NOTE: You may also print a report of sales tax payables by clicking **Report**

Close to return to the Finance Menu

VIII. Events

a) Major Events: Add Event:

Major Events/Donated Items

Setup New Event, Enter year, description, pricing and options for this event. ****REQUIRED**** enter income and expense accounts.

Event Additional Fees Options Setup, sale items and user defined yes/no event options.

Close to return to Events Detail Setup

Close to return to Events Main Menu

b) Major Events: View/Edit Event:

Major Events/Donated Items, Select from the Drop Down box the event desired and edit as desired

NOTE: You may also view the following reports: Attendee List; Payment Summary Report; Description Summary Report to name a few

Event Options Setup, edit as desired

Close to return to Events List

Close to return to Events Main Menu

NOTE: It is not recommended to change pricing after registration has started, if you do so, each participant registered to date will need to be updated.

c) Major Events: Add Participant

To add a participant, use the same procedure for adding contacts be they businesses or individuals. Either may register for Major Events, the question to ask is “Who is paying the bill?” if fees apply.

d) Major Events: Register Participant:

Search the Database for the business or individual to Register, if not found, follow the add contact procedures.

Once found, double click the name to open the Contact Detail

Go to the **Major Events**

Step 1: Register for an event; Select the event to register for using the drop down box

Select the event options (As defined when adding an event)

NOTE: *If the Participant is a Business and will be bringing Attendees, use the Add/View Attendees to record their names.*

Step 2: Options/Payments/Credits, Note the Registration Fee is automatically calculated

Enter quantities of additional options to purchase IF APPLICABLE as defined in the Event Options Setup.

Receive Payment/Create Check (Credit), Enter date paid, amount and payment type, then Close

OR

Finish-Enter New/Edit Registration

Close to return to the Events Menu

To receive payment later, go to the contact detail, then **major events tab**, select the event, then click the **View Registration/Receive Payment Button**. **NOTE**** you can also edit a participants registration options.

e) Major Event: Edit Participant:

Find and Select the Participant to edit and open their contact detail, click the Major Events Tab and select the event which needs to be edited.

View Registration/Receive Payment, Edit the registration options as desired

Step 2: Options/Payments/Credits, Edit additional Options as required

Receive Payment/Create Check (Credit),

If balance due is >0, Enter date paid, amount and payment type, then Close.

If balance due is <0 after edit, the program will create a refund check for this amount made payable to the participant and will appear in the Print Checks function within the Finance Menu.

OR

Finish-Enter New/Edit Registration

Close to return to the Events Menu

f) Major Event: Receive Payments:

Major Events

Events, Select the event desired

View Participant List, Find and Select the Participant to edit

Preview Registration/Receive Payment,

Step 2: Options/Payments/Credits,

Receive Payment/Create Check (Credit), Enter date paid, amount and payment type, then Close.

Finish-Enter New/Edit Registration

Close to return to the Events Menu

g) Donated Items/Silent Auctions:

Major Events/Donated Items
Donated Items List

Here you can enter the information on any donated items.

****NOTES****

You can assign items to events that will have silent auctions and print Bid Sheets
You can provide a receipt to the contact donating the item

h) Networking Event: Add Event:

Networking Event

Event List, Enter the information for the networking event (description, account, cost, etc.) It is recommended to leave Process all payments manually and Process Payments on Close event checkboxes to OFF. Payments are then received as entered. If you do not use the finance section of the program, turn the Process all payments manually to ON.

Close, and then close again to return to the Main Menu

i) Networking Event: Register Attendee:

Networking Event, *Select the Networking Event*
Select the date of the event

NOTE: *If the date does not appear then enter the date, this indicates you are registering the FIRST attendee.*

Continue

Select the Attendee Name, Enter qty to attend and payment if received (See next section)
Close to return to the main menu

NOTE: *Once an event has closed (Paid is equal to Billed) it is moved to Archive. Once an event has moved to archives, when first starting a new event but a different date, use the Copy Last List button and edit the list for the new event (saves data entry time assuming 50-75% of attendees for a particular event are repeats.*

j) Networking Event: Receive Payments:

Networking Event, *Select the Networking Event*
Select the date of the event

Continue

Find and Select the Attendee Name, Enter Payment Type (if payments are setup to be processes here, cash and checks go to the make deposits form and credit card payments always goes to Register one (Usually designated as your Checking Account)

NOTE: *Only Members may select a payment of Invoice. If Advance Pay is selected, the member must have a balance in their advance pay account to cover the cost of the event. See Member Detail, History Tab. Selecting a payment type of Free will set billed and paid to ZERO*

IX. GROUPS/COMMITTEES

a) Create:

*Groups and Committees, Enter the name and other information for the board
Close to Return to the Main Menu or go to step B to add members*

b) Add Board Committee Member:

*Groups and Committees, Find and Select the Group or Committee desired
View/Add Members, Select the name to add and enter other information as desired
Close to Return to the Group/Committee List
Close to return to the Main Menu*

NOTE: *ONLY Individual may be assigned to groups or committees, not businesses.*

NOTE: *If the name does not appear, you must add the individual using the Add Contact procedure, be sure to set the contact type to Individual.*

NOTE: *You can also find an individual using the search, open their contact detail, click the Groups/Committees tab and add them there.*

X. REPORTS/EXPORT/BROADCAST

a) Reports A:

Reports A

Master Report List, Turn the Check box to OFF for those reports you do not want
Close to return to the Reports Menu.

Select the Report from the selection box based on the report type you want
Click **Preview**

Close to return to the Reports Menu or Print to Print the report.

NOTE: Several Reports are based on criteria you select, i.e. date ranges. Also more reports can be found in the Reports B: Merge/Export/Preview function (Next Section).

b) Reports B: Merge/Export/Preview:

NOTE: This section contains many reports and functions; it also contains a list of files entered by the user that will open those files with a click of the mouse. The files can be Excel, word, PowerPoint, etc.

Merge/Export/Preview, say OK to the message about hyperlinks

1) Select one of 21 options in the yellow box

2) Next select 1 of the following 6 options based on the selection done in Step 1:

- Preview Report
- Information Sheet
- Mailing Labels
- Broadcast email
- Broadcast Fax
- Export to Excel

NOTES: It is recommended to Preview a report after your selection in step one to view the data and make sure it is what you want

Exporting, select file type, Excel is the most popular and will open the exported file in Excel.

The next 2 sections will outline Broadcast email and Fax

c) Broadcast email/fax

When selecting Broadcast email or fax, a table is created called tblBroadcast. This is the table to merge word documents to and then use the merge to email function within MS Word. The tblBroadcast file contains the email and fax number for those individuals selected in step one of Merge/Export/Preview (Previous Section)

WinFax 10.0 or greater is required for broadcast Fax and must be setup by creating a phonebook in win fax that is linked to tblBroadcast.

A separate procedure has been created and will eventually be added to www.mymemberdata.com

XI. WEBSITE INTEGRATION

Contact PSTcorp.com for Details, visit www.mymemberdata.com for features and costs

If this option is turned on, website data such as calendar of events, groups/committees, job opportunities, and member lists can all be updated on your existing website with a click of a button.

This feature can save countless hours of maintaining the database AND website data.

XII. INQUIRIES

a) Add:

Maintain Inquiries

Add New Entry, Enter the information associated with the inquiry

Close to return to the Main Menu

b) Call-In:

Maintain Inquiries

Log Call-ins, Enter the information associated from the call in Log

Close to return to the Inquiry List

Close to return to the Main Menu

NOTES: It is recommended to keep a paper log for call-ins, and then periodically log these into the program, use the blank call in sheet at the bottom of the inquiry list

There are also several reports you can run from the Inquiry and you can export these to excel.

There are also links to Inquiry Categories that allow the user to define these selections.

c) Walk-in

Maintain Inquiries

Log Walk-Ins, Enter the information associated from the Walk-In Log

Close to return to the Inquiry list

Close to return to the Main Menu

NOTES: It is recommended to keep a paper log for Walk-Ins, then periodically log these into the program, use the blank walk in sheet at the bottom of the inquiry list

There are also several reports you can run from the Inquiry and you can export these to excel.

There are also links to Inquiry Categories that allow the user to define these selections.

Product Code: SpSol

Spiritual Solutions user materials were designed for *Spiritual Solutions* software running on an IBM compatible personal computer with Microsoft Access 2000, 2002 (XP), 2003 or 2007. The software was designed to run standalone or in a multiple user configuration on a network.

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