


POWERMANAGER[®]

Users' Group



27th Annual Conference

September 21-23, 2016

Bloomington, Minnesota

Experience the Potential of your PowerManager[®] Software

This conference provides users of PowerManager[®] an opportunity to meet with the developers of the software and get answers to all those questions you may have. It's also a great time to visit with other users and maybe learn some new tricks. You may walk away with several "ah ha" moments!

The following page will provide the conference schedule and a list of topics to be covered.

Hotel Information

Best Western PLUS Hotel Bloomington—Mall of America
1901 Killebrew Drive, Bloomington, Minnesota
Phone: 952.854.8200

Deluxe Double or Deluxe King are \$119 plus tax per night.

Ask for the **PowerManager Users' Group** room block.

Reservation deadline is August 16, 2016. Rooms may not be available at the discounted rate after this date.

Included amenities:

- Complimentary shuttle to/from airport and Mall of America
- Complimentary WiFi throughout property
- Complimentary deluxe continental breakfast
- Free parking

For more information: www.bestwesternbloomington.com

Online reservations are not available at this time. You must call the hotel directly.

POWERMANAGER USERS' GROUP

3025 Harbor Lane North
Suite 400
Plymouth, MN 55447

Phone: 763.746.0707

Fax: 763.551.0459

Email: rkelly@mmua.org

2016 PMUG Annual Conference

Tentative Schedule

Wednesday, September 21

- 12 pm **Registration**
- 1 pm **Welcome**
*Laurie Oelke, PMUG President
Blue Earth Light & Water Dept.*
- 1:15 pm **What's New in PowerManager® 2016?**
Mitch Mullins, Salt Creek Software
- 3 pm **General Ledger**
- Fixed Journal Entry Setup and Usage
 - Budget Categories and Reporting
 - Budget Export and Import
 - Fund Report Setup
 - Income Statement & Balance Sheet Report Categories
- Accounts Payable**
- Default Vendor Invoice Setup
 - Prepare Payments
 - Pay Invoices
 - 1099 Electronic File
 - Lookup Accounts
- Accounts Receivable**
- Post Invoices—Select Items by Number or Description
 - Enter Payments—Consider Using Cash Account Lookup
 - Refunds—Apply Credits to Invoices with Amounts Due
 - Interface to GL
- Payroll**
- Direct Deposit
 - W2 e-File
 - Interface to GL
- Mitch Mullins, Salt Creek Software*
- Time Sheet**
Stan Reinke, Salt Creek Software
- 4:30 pm **Steering Committee Meeting**
- 5 – 6 pm **Reception**

Thursday, September 22

- 8:30 am **Utility Billing**
- The Billing Cycle—Plan Your Work
 - Reports—Verify, Balance, Dates
 - GL Interface—Benefits and How-To
 - Customer Selection—Tips
 - Customer Lookup—Getting the Most Out of It
 - Meter Reading Import—Unbilled Readings Detected
 - Compute Charges—Error Report and What it Means
 - Email Bills—How it Works
 - ACH—Multiple Withdraw Dates, Payment Entry
 - Finalize Bills—Error Report and What to do About It
 - Penalties and Fines—Due Date vs. Posting Date, Setup
 - Reminders—Get List vs. Refresh List
 - Adjustments—We All Make Mistakes
- Mitch Mullins, Salt Creek Software*
- 11:30 am **PMUG Annual Business Meeting**
Laurie Oelke, PMUG President

Thursday, September 22 (continued)

- 12 pm **Hosted Lunch**
- 1 pm **Utility Billing** (continued)
- Budget Billing—Reconciling and Monitoring
 - Deposits—Apply to Final Bills, Transfers
 - LIEAP Payments—How it Works
 - Payment Arrangements—Bill Printing, Monitoring
 - Refunds—Interface with AP, Transfers
 - Year End Close—Keeping Billing Humming Along
- Mitch Mullins, Salt Creek Software*
- 2:45 pm **E-Billing & E-Payments**
Nicole Kubik, NMPP Energy
- 3:30 pm **Round Table Discussion—Prewritten Questions**
Nicole Kubik, NMPP Energy
- 4:30 pm **PMUG Steering Committee Meeting**
(if needed)

Friday, September 23

- 8:30 am **Bank Statement Reconciliation & Deposits**
- Setup—GL Accounts
 - Matching Your Bank Statement Deposits
- Cash Register**
- Equipment Review
 - Setup—Items, Posting to AR and UB
 - Batches and Transactions
 - Receipts
- Mitch Mullins, Salt Creek Software*
- 10:15 am **Service Orders**
- Interface with UB—Move Outs/Ins, Customer Lookup
 - Reports and Forms—Ticket Selection
- Material Management**
- Inventory
 - Purchase Orders
 - Construction Assemblies
 - Job Costing
 - Work Orders
 - Work Order Schedules
 - Continuing Property Records
 - Special Equipment
- Backup**
- Scheduled Backups
 - Off-Site Backups—Is it still working? Horror Stories
 - Restoring—Do you know how?
- Mitch Mullins, Salt Creek Software*
- 11:45 am **Wrap-up**
*Laurie Oelke, PMUG President
Blue Earth Light & Water Dept.*

Questions?

For more information on this conference or if you have problems with reservations, contact Rita Kelly at 763.746.0707 or email rkelly@mmua.org.

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Plymouth, MN 55447-5142
Phone: 763.746.0707
Fax: 763.551.0459

Attendee Information

Name (1): _____

Email: _____

Name (2): _____

Email: _____

Name (3): _____

Email: _____

Name (4): _____

Email: _____

Utility: _____

Address: _____

City: _____

State/Zip: _____

Main Contact: _____

Email: _____

Phone: _____

Registration Fees

Members:
\$210 per person

Non-Members:
\$310 per person

Registration Deadline September 6, 2016

Conference Fee: \$ _____

of Attendees: _____

Total Due: \$ _____

Payment

- Check Payable to PMUG
- Bill Utility/Company
- Purchase order # _____

Sorry, we are unable to accept credit cards.

REFUND: A refund will be given on advance registrations if the PMUG office is notified by 4:30 pm on September 6, 2016. A cancellation fee of \$25 per person will be charged. *Sorry, but no refunds will be given after September 6.*

QUESTIONS OR TO BECOME MEMBER: Please contact Rita Kelly by email rkelly@mmua.org or phone 763.746.0707.

Registering
is Easy!

Register by email: rkelly@mmua.org

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3025 Harbor Lane North, Suite 400
Plymouth, MN 55447

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Register by fax: 763.551.0459

**Registration Deadline
September 6, 2016**