



POWERMANAGER[®]

Users' Group

31st Annual Conference

September 16 – 18, 2020

Bloomington, Minnesota

* *Experience the Potential of your PowerManager[®] Software*

The PowerManager[®] Users' Group Annual 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

Reservations: 952.814.2919

Hotel Phone: 952.854.8200

Online Reservations: <http://bit.ly/PMUG2020-Hotel> (be sure to enter your check-in date)

Deluxe Double or Deluxe King: \$119 plus tax per night. Ask for the **PowerManager[®] Users' Group** room block if calling. Reservation deadline is August 16, 2020. 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

POWERMANAGER[®] USERS' GROUP

3131 Fernbrook Lane North, Suite 200

Plymouth, MN 55447-5337

Phone: 763.746.0707

Fax: 763.551.0459

Email: rkelly@mmua.org

2020 PMUG Annual Conference

Tentative Schedule

Wednesday, September 16

- 11:30 am **Hosted Lunch** (served until 1 pm)
- 12 pm **Registration**
- 1 pm **Welcome**
Jill Madetzke, PMUG President
Blue Earth Light & Water
- 1:15 pm **What's New in PowerManager® 2020?**
Mitch Mullins, Salt Creek Software
- 2:45 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
Publication Codes
Documents
Prepare Payments
Pay Invoices—Paper Check or ACH
1099 Electronic File—1099 NEC, Changes in 1099-MISC
Lookup Accounts
Voiding Checks
- Accounts Receivable**
Post Invoices—Select Items by Number or Description
Enter Payments—Consider Using Cash Account Lookup
Penalties
Adjustments
Refunds—Apply Credits to Invoices with Amounts Due
Interface to GL
- Payroll**
Employee & Earning/Deduction Maintenance—Documents, Federal Update, 2020 W-4, IRS Publication 15-t
Email Direct Deposit Forms
Quarterly Tax Reports
W2 e-File
Interface to GL
- Time Sheet**
Mitch Mullins, Salt Creek Software
- 4:30 pm **Steering Committee Meeting**
- 5 – 6 pm **Welcome Reception**

Thursday, September 17

- 8:30 am **Utility Billing**
Keyboard Shortcuts, Navigator
Report Preview Settings
The Billing Cycle—Plan Your Work
Reports—Verify, Balance, Dates, User-Defined
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, PPD vs. CCD
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**
Jill Madetzke, PMUG President
- 12 pm **Hosted Lunch**

Thursday, September 19 (continued)

- 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
Rates—Prorating, Component Types, Customer Specific Values
Calculate Customer Add-On Amounts
Lookup Maintenance
Mitch Mullins, Salt Creek Software
- 4 pm **Round Table Discussion—Prewritten Questions**
Nicole Kubik, NMPP Energy

Friday, September 18

- 8:30 am **Bank Statement Reconciliation & Deposits**
Setup—Bank Accounts
Setup—GL Accounts
Matching Your Bank Statement Deposits
AR, PR and UB Interfaced to GL
- Cash Register**
Equipment Review—POSGuys.com
Setup—Items, Posting to AR and UB, Payment Types
Batches and Transactions
Receipts
Mitch Mullins, Salt Creek Software
- 10:30 am **Service Orders**
Interface with UB—Move Outs/Ins, Customer Lookup
Reports and Forms—Ticket Selection
- Inventory**
Processing
Purchase Orders
Work Orders
Reports
Maintenance
- Menu Editor**
Add/Edit New PowerManager® Users
Assign Menu Options
- About**
Remote Support
Most Recent Update, Modifications
Email Group
F1 Application Help, PDF Manuals
- Backup**
What gets backed up?
Scheduled Backups—Windows Task Scheduler
Off-Site Backups—Is it still working? Horror Stories
Restoring—Do you know how?
Mitch Mullins, Salt Creek Software
- 11:45 am **Wrap-up**
Jill Madetzke, PMUG President

Questions?

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

Cancellation

The registration fee will be fully refunded should this event be cancelled due to COVID-19.

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Plymouth, MN 55447-5337
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 Fee

Members:

\$275 per person

Non-Members:

\$375 per person

Member rate is for members of the PowerManager® Users' Group.

Conference Fee: \$ _____

of Attendees: _____

Total Due: \$ _____

Registration Deadline September 1, 2020

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 1, 2020. A cancellation fee of \$25 per person will be charged. *Sorry, no refunds will be given after September 1.* Should the conference be cancelled due to COVID-19, a full refund will be given.

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

**Registering
is Easy!**

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**Registration Deadline
September 1, 2020**