



PowerManager[®]

Efficiency through utility business management software

PowerManager[®] **Software**

Training Workshop

NMPP Energy Board Room
8377 Glynoaks Dr.
Lincoln, Neb.

**IN-PERSON & VIRTUAL TRAINING
OCTOBER 14-15, 2021**

2021 PowerManager® Software Training Agenda

THURSDAY - OCTOBER 14

- 8:30 am** **Welcome**
Mitch Mullins, Salt Creek Software & Nicole Kubik, NMPP Energy
What's New in PowerManager 2021- Mitch Mullins, Salt Creek Software
- 8:45 am** **General Ledger**
- ◆ Fixed Journal Entry Setup and Usage
 - ◆ Budget Categories and Reporting
 - ◆ Budget Export and Import
 - ◆ Fund Report Setup
 - ◆ Income Statement and 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, 2021 W-4, IRS Publication 15-t
 - ◆ Quarterly Tax Reports
 - ◆ W2 e-File
 - ◆ Interface to GL
 - ◆ Time Sheet
- 10:00** **Break**
- 10:15 am** **Continue GL/AP, AR, PR**
- 11:45 am** **Hosted lunch**
- 1:00 pm** **Bank Statement Reconciliation and 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
- Service Orders**
- ◆ Interface with UB – Move outs/ins, customer lookup
 - ◆ Reports and Forms – Ticket selection
- 2:45** **Break**
- 3:00 pm** **Inventory**
- ◆ Processing
 - ◆ Purchase Orders
 - ◆ Work Orders
 - ◆ Reports

- 3:00 pm** **Inventory continued**
- ♦ 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**
- ♦ Scheduled backups – Windows task scheduler
 - ♦ Off-site backups – Is it still working? - horror stories
 - ♦ Restoring – Do you know how?

4:30 pm **Q & A**

FRIDAY - OCTOBER 15

8:30 am **Welcome**
Mitch Mullins, Salt Creek Software & Nicole Kubik, NMPP Energy

- 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

10:00 **Break**

- 10:15 am** **Utility Billing (Continued)**
- ♦ 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. Update List
 - ♦ Adjustments – We all make mistakes
 - ♦ Meter Changes
 - ♦ Customer Maintenance, Move-Outs, & Move-Ins

11:45 am **Hosted lunch**

- 1:00 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

2:45 **Break**

- 3:00 pm** **Utility Billing (Continued)**
- ♦ Rates – Prorating, Component Types, Customer specific values
 - ♦ Calculate Customer Add-On amounts
 - ♦ Lookup Maintenance

4:30 pm **Q & A**

PowerManager® Software - Training Workshop

OCTOBER 14-15, 2021
8:30 a.m. - 4:30 p.m.

The PowerManager® Refresher & Training Course provides beginner and advanced users of PowerManager® an opportunity to learn from developers of the software and get answers to questions you may have. It's also a great time to visit with other users and maybe learn some new tricks.



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**REGISTRATION
DEADLINE
OCTOBER 1, 2021**

For course information contact:

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[CLICK HERE TO REGISTER ONLINE](#)

EVENT LOCATION:

NMPP ENERGY BOARD ROOM

8377 GLYNOAKS DR

LINCOLN, NE 68516

LODGING:

HAMPTON INN

LINCOLN SOUTH/HERITAGE PARK

5922 VANDERVOORT DR

LINCOLN, NE 68516

402.420.7800

FAIRFIELD INN

8455 ANDERMATT DR

LINCOLN, NE 68526

402.325.6400

Value Support Plan Members Get One Free Registration

Includes: Materials, Lunch, Breaks

Space Is Limited To 30 Seats Per Day

COST: \$75 per day

Please direct inquires to:

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