



COMPUTER CHRONICLES

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A newsletter of NMPP Energy and Salt Creek Software



Salt Creek
Software, Inc.

PowerManager® Utility Billing bill printing tip

Have you ever seen last month's and the current month's charges on a single customer bill?

This typically occurs when a customer's last month's charges were recomputed and finalized but not printed on a customer bill. This is one of the errors listed on the finalized errors report. If you catch this problem on the finalized errors report you just simply need to print a bill for the customer.

If you don't catch this problem until the next month's bills are printed follow these steps:

1. Use Compute Charges to temporarily remove the current month's charges.

a. Click the Setup button and remove the checkmark from the Billable column for all Services and Rates;

b. Click the Save button;

c. Check the "OK to calculate printed bills" checkbox;

d. Compute the customer(s). It doesn't matter

what is entered for the posting date because all we are doing is deleting the current month's charges.

2. Print a bill using last month's printed and due dates. (You'll be printing the customer's previous bill and you'll be Printing Bills NOT Re-printing Bills).

3. Use Compute Charges to get the current month's charges put back on.

a. Click the Setup button and make sure the appropriate rates and types of services are checked as billable;

b. Click the Save button;

c. You don't have to check the "OK to calculate printed bills" checkbox. It won't hurt if you do, but it's not necessary.

4. Compute the customer(s). Make sure the posting date is correct for the current month.

5. Print the customer's current bill. Make sure the printed and due dates are correct for your current month's billing.

Cyber Security Tips

Keeping your laptop or PDA safe

- **Password-protect your computer** - Make sure that you have to enter a password to log in to your computer or PDA.

- **Keep your laptop or PDA at your side** - When traveling, keep your laptop with you at all times.

- **Downplay your device** - There is no need to advertise to thieves that you have a laptop or PDA.

- **Be aware of your surroundings** - If you do use your laptop or PDA in a public area, pay attention to people around you. Take precautions to shield yourself from "shoulder surfers" to make sure no one sees you type passwords or sees sensitive information on your screen.

- **Consider an alarm or lock** - Many companies sell alarms or locks that you can use to protect or secure your laptop.

- **Back up your files** - If your portable device is stolen, it's bad enough that someone else may be able to access your information. To avoid losing the information, make backups of important information and store the backups in a separate location. Not only will you still be able to access the information, but you'll be able to identify and report exactly what information is at risk.



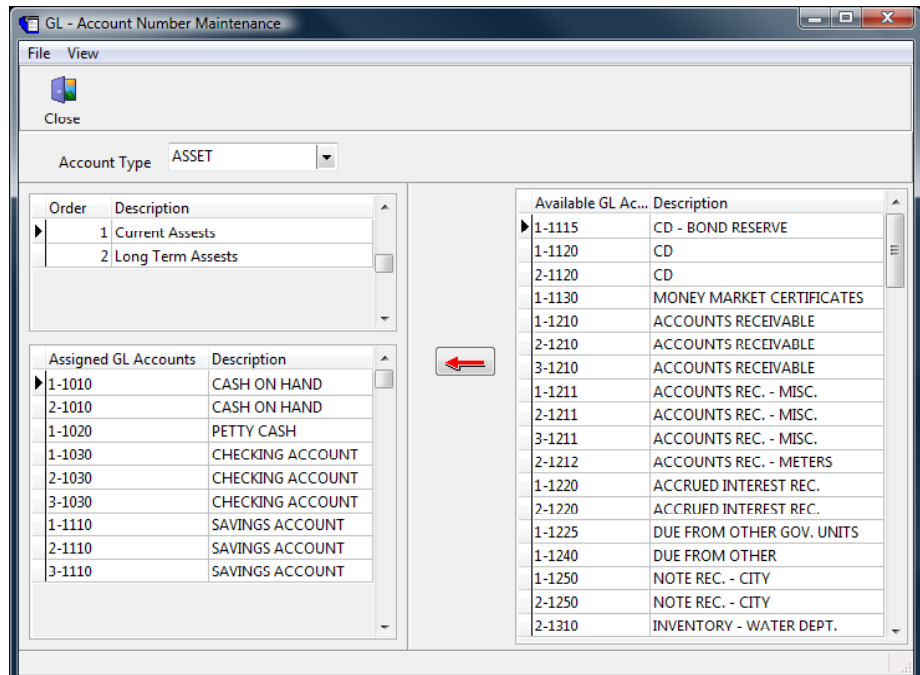
— Source: United States Computer Emergency Readiness Team (US-CERT)

Making use of GL Report Categories

Use General Ledger (GL) Report Categories to define categories for grouping and subtotaling GL accounts on the Balance Sheet and Income Statement reports.

Report Categories are setup by clicking the "Rpt Categories" button found on the GL Account Number Maintenance form.

The Report Categories form is divided into three main sections. In the first section, upper left hand side, you define the categories for the account type with which you are working and assign the order in which they will print. Listed below the category section are the GL accounts currently assigned to the selected category. The right hand side of the form lists all GL accounts of the account type selected that are currently not assigned to a report category.



The screenshot shows a software window titled "GL - Account Number Maintenance". It has a menu bar with "File" and "View", and a "Close" button. Below the menu bar, there is a dropdown menu for "Account Type" set to "ASSET". The main area is divided into three sections:

- Order / Description:** A list with two items: "1 Current Assests" and "2 Long Term Assests".
- Assigned GL Accounts / Description:** A list of accounts currently assigned to the category, including "1-1010 CASH ON HAND", "2-1010 CASH ON HAND", "1-1020 PETTY CASH", "1-1030 CHECKING ACCOUNT", "2-1030 CHECKING ACCOUNT", "3-1030 CHECKING ACCOUNT", "1-1110 SAVINGS ACCOUNT", "2-1110 SAVINGS ACCOUNT", and "3-1110 SAVINGS ACCOUNT".
- Available GL Ac... / Description:** A list of all GL accounts of the selected type that are not assigned to a category, including "1-1115 CD - BOND RESERVE", "1-1120 CD", "2-1120 CD", "1-1130 MONEY MARKET CERTIFICATES", "1-1210 ACCOUNTS RECEIVABLE", "2-1210 ACCOUNTS RECEIVABLE", "3-1210 ACCOUNTS RECEIVABLE", "1-1211 ACCOUNTS REC. - MISC.", "2-1211 ACCOUNTS REC. - MISC.", "3-1211 ACCOUNTS REC. - MISC.", "2-1212 ACCOUNTS REC. - METERS", "1-1220 ACCRUED INTEREST REC.", "2-1220 ACCRUED INTEREST REC.", "1-1225 DUE FROM OTHER GOV. UNITS", "1-1240 DUE FROM OTHER", "1-1250 NOTE REC. - CITY", "2-1250 NOTE REC. - CITY", and "2-1310 INVENTORY - WATER DEPT.".

There are two arrows in the center of the form: one pointing right from the Assigned section to the Available section, and one pointing left from the Available section to the Assigned section.

GL Report Categories Form

Report Categories Form Edit/Display Fields

Account Type - Select the account for which you wish to define report categories.

Categories - Enter a description and a report order for each category you define.

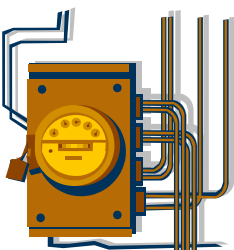
Assigned GL Accounts - Displays a list of GL accounts currently assigned to the selected category. To remove an account, double click or single click and then click the arrow in the middle of the screen pointing to the right. Multi-select capabilities are provided.

Available GL Accounts - Displays a list of GL accounts of the account type selected that have not been assigned to a report category. To assign accounts to a category, select the proper category and then move the desired account(s) to the Assigned GL Accounts section. This can be done by double clicking or single clicking and then clicking the arrow in the middle of the screen pointing to the left. Multi-select capabilities are provided.

Report Categories Form Button

Close - Exit the Report Categories form and return to the Account Number Maintenance form. Changes are automatically saved.

What is net metering?



Net metering is essentially the metering of electricity generated by a renewable energy source (typically a small wind turbine) that is used to provide electricity for a homeowner. Electricity that is not used by the homeowner can be sold back to the utility.

NMPP is looking at ways to integrate net metering with PowerManager software. Stay tuned...

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