



COMPUTER CHRONICLES

December 2017

A newsletter of NMPP Energy and Salt Creek Software



PowerManager® How-to Session



Utility Billing Deposit module makes handling deposits easier

Does your utility require a service deposit when a customer moves in? Is that service deposit returned to the customer for having a good payment history or when they move out? Is interest earned on the deposit and is that interest returned to the customer?

If you answered yes to any of these questions, are you aware that PowerManager's Utility Billing program has a module that can make the task of receiving and returning deposits easier?

The Utility Billing Deposit module is designed to be used as part of your normal billing cycle. Setup options allow you to define which customers should have their deposits returned. You can also specify if and how interest is earned and if that interest should be returned. Other options allow to specify how the deposit/interest is returned, applied to the customer's bill, refunded by an Accounts Payable check or a combination of both.

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The offices of NMPP Energy and Salt Creek Software will be closed for the upcoming Holidays:

NMPP Energy closed:

December 25-26

January 1

February 18 (President's Day)

Salt Creek Software closed:

December 25

January 1

**We wish each of you
a happy and safe
Holiday season!**

Service Type	Interest Rate	Rate#	Deposit Rate Component	Interest Rate Component	Interest Expense
Electric	5.00%	29	EL Deposit	EL Dep Int	1-6141
Sewer					3-4560
Water	5.00%	30	WT Deposit	WT Dep Int	2-6141
Misc.					

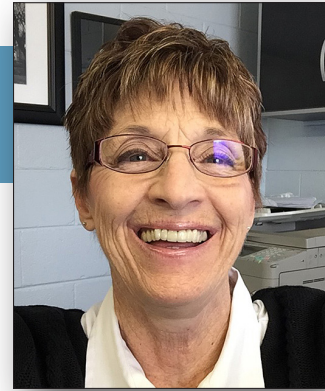


Upcoming Events

Utilities Conference
League of Nebraska Municipalities
Jan. 17-19, 2018
Cornhusker Marriott Hotel
Lincoln, Neb.

Mid-Winter Conference
League of Nebraska Municipalities
Feb. 26-27, 2018
Cornhusker Marriott Hotel
Lincoln, Neb.

**Stop by
the PowerManager
booth and say
"HELLO!"**



What are you paid to do? This is a trick question! There are a lot of things I do that I'm not paid for, but I think many of us can say the same thing! I do all the billing functions; all accounting; annual budget; try to collect dog license fees; of course attend all meetings and take minutes; write policies, resolutions, and ordinances for attorney approval; handle all correspondence; payroll and state and federal reporting; federal reporting for our generation units; liaison between the Board and our attorney, engineers and auditor; and more! In other words, "chief cook and bottle-washer"!

What PowerManager program(s) do you use? We use Utility Billing, Accounts Payable, Payroll and General Ledger.

If you weren't in your current job, what would you do? Good question! Hmmm, I would love to be a successful author.

Where were you born/raised? Born and raised here in Ansley, Neb., attended the University of Nebraska-Lincoln and came back home to work and get married to my high school sweetheart.

Biggest pet peeve? Just one?! A small one is when I answer the phone and the caller asks

"Lanette, are you there?" REALLY! Of course, a big pet peeve is the people who are always late with utility bill payments and think I'm buying their not-very-original "reason of the month"!

One food I can't resist is... Popcorn.

Favorite show to binge-watch is... Nashville.

People would be surprised to know that...

In my youth I played 1st base on our 2- or 3-time state championship softball team. I still love to play tennis.

The best advice I have ever received is...

Don't be afraid to ask questions, and there is no need to re-invent the wheel. Stealing great ideas is a form of flattery and a real time saver!

The best part of my job is... Being part of getting major projects or improvements accomplished in Ansley that I know will serve the community well long after I leave my job.

Meet Mitch Dahl...

I have been working with PowerManager for about 30 years now. Though I have worn many hats during that time, my recent focus has been client support services. I enjoy resolving issues over the telephone or via remote computer connection and providing report/form design services. As a co-owner of Salt Creek Software, I hope the software and support services we provide with PowerManager are of exceptional value.

My wife Lorrie manages a pick up/drop off location for a dry cleaner. We have two beautiful daughters. Malory recently graduated from college and is a counselor at a residential treatment facility for at-risk youth here in Lincoln. Shelby is currently attending Bryan College of Health Sciences focusing on sonography (ultrasound). Our household is completed by Jade (a German wirehaired pointer/black lab cross) and two cats, Jingles and Reeses.



Mitch Dahl

In my spare time, I enjoy being outdoors. Things like fishing, hunting, archery and camping – but not yard work.

Tax Year 2017 Reporting Notes

Business Services

Online Registration

To prepare for the filing season, we strongly suggest you log-on to Business Services Online (BSO) and verify you can access your account. If it has been more than 90 days since you last accessed your account, you will be required to change your password. Refer to the [Business Services Online User Reminders Page](#) for additional information.

Opening of Filing Season

Social Security Administration's Business Services Online (BSO) is now open for Tax Year 2017. All electronic wage-reporting services will be available including Wage File Upload, W-2 Online, W-2c Online, Social Security Number Verification Service (SSNVS), and the Special Wage Payment (SWP) utility.

Be sure to check and follow the status of your submission to determine if the wage file processed. Refer to the [Electronic W-2/W-2C Filing Handbook](#) for the full list of submission statuses.

AccuWage checks accuracy of wage reports

AccuWage is a free service offered by SSA that allows you to check the accuracy of wage reports prior to submitting them to SSA. Specifically, it checks the wage report to ensure it complies with the Electronic Format W2 (EFW2) and Electronic Format W2C (EFW2C) specifications.

We strongly encourage you to use AccuWage to test your wage files before you submit them to SSA.

AccuWage Online provides a more user-friendly option for testing wage reports in the

Tax Year 2017 Deadlines

See page 4 for a list of tax year deadlines.

current EFW2/EFW2C formats. It eliminates the download compatibility issues many users experienced with AccuWage Downloadable, which is no longer available beginning Sept. 23, 2017.

AccuWage Online is accessed by logging on to Business Services Online and going to the Employer Wage Reporting webpage. You will need to log in with your BSO username and password. AccuWage Online is the fourth tab. Click [here](#) to get started using the AccuWage Online application. For more information, please see the AccuWage Online Help Guide.

PowerManager How-to Session (cont.)

Once the setup parameters have been defined, you are ready to Calculate which customers are to have their deposit/interest returned. This step is done after charges have been computed so the customer bill amount is known and the amount to be applied to the bill can be determined. The calculated deposit/interest transactions are stored in a work file for your review (see screenshot at right).

Once you are satisfied with the contents of the work file, you will Finalize the work file to have the applied deposit transactions posted to the Utility Billing Customer accounts and to have the refund Accounts Payable checks generated.



Date	Cust#	Name	Service	Type	Receipt#	Comment	Amount
9/20/2017	1	CUSTER FEDERAL S & L	Electric	Applied Def		Deposit app	(\$125.00)
9/20/2017	1	CUSTER FEDERAL S & L	Water	Applied Def		Deposit app	(\$75.00)
9/20/2017	2	BB FIRE DEPARTMENT	Electric	Applied Def		Deposit app	(\$150.00)
9/20/2017	20	ROBERT DORSEY	Electric	Applied Def		Deposit app	(\$90.00)
9/20/2017	31	CITY CAFE	Electric	Applied Def		Deposit app	(\$75.00)
9/20/2017	43	ELMER BIRNIE	Electric	Applied Def		Deposit app	(\$45.00)
9/20/2017	53	JEFF SANGER	Electric	Applied Def		Deposit app	(\$45.00)
9/20/2017	62	RANDY JONES	Electric	Applied Def		Deposit app	(\$45.00)
9/20/2017	71	KATHY WEIDNER	Electric	Applied Def		Deposit app	(\$45.00)
9/20/2017	94	MARTHA BEEKEN	Electric	Applied Def		Deposit app	(\$45.00)
9/20/2017	96	JUSTIN WIEDERHOLT	Electric	Applied Def		Deposit app	(\$45.00)
9/20/2017	102	NOLAND & JULIE HUEFTLE	Electric	Applied Def		Deposit app	(\$45.00)
9/20/2017	106	BRAD HESSER	Electric	Refunded D		Deposit refu	(\$45.00)
9/20/2017	109	SUE STEVENSON	Electric	Refunded D		Deposit refu	(\$45.00)
9/20/2017	112	ROBERT BROWN	Electric	Applied Def		Deposit app	(\$45.00)
9/20/2017	113	KRIS STAAB	Electric	Applied Def		Deposit app	(\$45.00)
9/20/2017	121	BONNIE SCHUMM	Electric	Refunded D		Deposit refu	(\$45.00)

Tax Year 2017 Reporting Deadlines

Social Security Administration

Tax Year 2017 wage report Forms W-2, W-3 and 1099-Misc (Box 7) must be filed with the Social Security Administration by Jan. 31, 2018. *Note: All employees/ payees must receive their copies by Jan. 31, 2018.*

Colorado

The Annual Wage and Tax Statements (W-2s) must be filed with the Colorado Department of Revenue and furnished to the employee on or before the last day of January.

Indiana

The filing deadline has been changed from Feb. 28 to Jan. 31.

Iowa

W-2, W-2G, 1099 must be filed by Jan. 31. Please visit the Iowa Dept of Revenue site for further instructions.

Kansas

Feb. 28 is the deadline for: Employer's Annual Withholding Tax Return (Form KW-3). All accounts must file this return with the State's copies of the Wage and Tax Statements (Forms K-2 or W-2); and Annual Information Return (Form K-96) with accompanying Information Returns (Forms K-99 or 1099).

Minnesota

W-2 Forms are due to all

Coming Soon!

Payroll tax table changes for 2018

employees for the previous year and submittal of W-2 information to the Minnesota Department of Revenue are due by Jan. 31. Also, the deadline to give 1099s to your workers for the previous year and submittal of 1099s that have Minnesota withholding to the department are due by Jan. 31.

Nebraska

State copies of 2017 Forms W-2, W-2G, 1099-MISC, 1099-R, and the Nebraska Reconciliation of Income Tax Withheld, Form W-3N, are due by Jan. 31.

North Dakota

Annual income tax withholding return (Form 306) and income tax withheld are due for 2017 calendar year by Jan. 31. Annual Transmittal of Wage and Tax return (Form 307) and copies of Federal Form W-2 (and 1099 if applicable) for 2017 calendar year are also due Jan. 31.

Oklahoma

Employers are required to electronically file an annual withholding tax reconciliation return and corresponding W-2 Forms by Feb. 28 following the tax year.

PowerManager welcomes Humboldt, Fairfield

We welcome the cities of **Humboldt** and **Fairfield** in Nebraska after they recently purchased PowerManager software to assist with municipal billing needs.

The City of Humboldt purchased General Ledger/Accounts Payable, Utility Billing (EasyClerk version), Payroll and Bank Reconciliation. The City of Fairfield purchased Utility Billing software (EasyClerk version).

Humboldt, located in southeast Nebraska, has a population of nearly 900 while Fairfield, located in south central Nebraska, has a population of nearly 400.

Welcome to the PowerManager family!



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PowerManager Partners

Bill Flash

Billing and payment services
www.billflash.com

Invoice Cloud

E-payments and Electronic Bill Presentment and Payment
www.invoicecloud.net

NeonLink

Online bill pay, printing/ mailing, paperless
www.neonlink.com/powermanager