



# COMPUTER CHRONICLES

POWERMANAGER®

Winter 2019

A newsletter of NMPP Energy and Salt Creek Software

**nmpp** ENERGY  Salt Creek Software, Inc.

*PowerManager How-to Session* 

## PowerManager year-end W2, 1099 electronic filing

*By Mitch Mullins*

PowerManager can generate Form 1099 and W2 files that are suitable to file electronically to both federal and state agencies.

For filing 1099s please be sure you can still access your IRS Filing Information Returns Electronically (FIRE) account. If you've never e-Filed 1099 reports you may need to complete and submit Form 4419. This form is provided by PowerManager by selecting Accounts Payable – Reports – 1099 Reports and Form. From the 1099 Reports and Form screen click the E-File button. Select at least one vendor. Finally, fill out the contact information then click the Form 4419 button. Please be aware that the IRS suggests this form be filed 45 days prior to the 1099 filing due date.

For filing W2s please be sure you can still access your Social Security Administration Business Services Online (BSO) account. Instructions for the BSO online

registration can be found at <https://www.ssa.gov/employer/notices/HowToRegisterForBSO.pdf>. Please be aware that you'll be mailed a code to complete the registration. It can take up to 10 business days for you to receive this code. Even though the Social Security Administration only requires electronic filing if you have 250 or more employees your state may have different requirements. Iowa requires electronic filing if one or more employees have state withholding amounts. Nebraska's requirement is 50 or more employees. Please be aware of your own state's filing requirements and deadlines.

One advantage of filing electronically is that you don't have to purchase pre-printed forms. PowerManager provides both 1099 and W2 substitute forms. These forms are designed to be mailed to vendors and employees. They are not to be used for filing purposes.

## PowerManager now offering 45-day free trial!

Have you ever wondered what you might be missing out on by not utilizing all of the PowerManager applications? Have you ever wanted to try a PowerManager application that you're currently not using? Interested in using a PowerManager application before deciding to purchase it?

Well, wonder and want no more. PowerManager is now providing a registration number that will allow you to use any PowerManager application for 45 days. After the 45 days are up you will be asked to enter an actual registration number or to stop using the application.

Please call Salt Creek Software at (402) 476-7115 or email us at [mMullins@SaltCreek.com](mailto:mMullins@SaltCreek.com) to get your 45-day trial registration number.

We can also help add any missing application menu options.



**What are you paid to do?** This is funny! Not unlike other small towns, I do what needs to be done.

I administer the policies of the Mayor and Council, financial management, accounting, minutes for council and boards, recordkeeping of all kinds, public service, and personnel management.

On the side, I clean up the toilet that overflows, pull weeds in the parking lot, wash windows, or anything else that needs to be done.

**What PowerManager program(s) do you use?** We use the load management, payroll, accounts payable/receivable, and billing programs.

**If you weren't in your current job, what would you do?** If somebody would pay me to read all day, that would be it! If that wouldn't fly, I would be doing something with children. Love them!

**Where were you born/raised?** I was born in Yuma, Colorado and raised in a little-bitty town named Cope, Colorado. After I got married, my husband dragged me kicking and screaming to Nebraska. I wouldn't go back now for anything!

**Biggest pet peeve?** Small-minded people.

**One food I can't resist is...** Ice Cream — especially with chunks of cookie kind of stuff in it — yum!

**Favorite show to binge-watch is...** Grace and Frankie.

**People would be surprised to know that...** I am really very shy.

**The best advice I have ever received is...** Be true to your own values. If you can be proud of your own actions, it doesn't matter what other people think.

**The best part of my job is...** The variety and diversity of every day. I meet such great people (and some not so great) and have had the opportunity to experience so much because of my position in local government.

## Software Spotlight



### Put PowerManager's Service Orders to work for you

The PowerManager Service Orders module is a simple-to-use application that allows you to generate service order tickets and track their progress.

- The Service Order program tracks and manages service orders electronically, resulting in improved efficiency with fewer tasks slipping through the cracks and more satisfied customers.

- With Service Order, you don't have to worry about losing

a hardcopy of the order. Once it's logged into the program, it can be easily reproduced and customers can receive the service you intended.

- Never again experience the confusion of wondering where a service order went or who was assigned to do the work.
- Once the service order is initiated, it can easily be updated and tracked through the entire work process from beginning to end.

If the Service Orders module is used in the Utility Billing compa-

ny, then it can use the customer, location, and meter information stored in the Utility Billing data tables. Service Orders assigned to UB customers may be viewed, edited, and reported on when editing customers or using customer lookup.

The Service Orders module even has the ability to complete Utility Billing customer move-outs and move-ins.

# Tax Year 2018 Reporting Deadlines



## Calendar of Events

### Social Security Administration

Tax Year 2018 wage report Forms W-2, W-3 and 1099-Misc (Box 7) must be filed with the Social Security Administration by January 31, 2019.

Note: All employees/payees must receive their copies by January 31, 2019.

### 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 WH3/W-2 Annual Wage and Tax Statements must be filed with the Indiana Department of Revenue on or before the last day of January.

### Iowa

W-2, W-2G, 1099 must be filed with the Iowa Department of Revenue on or before the last day of January.

### Kansas

KW-3, Annual Kansas Withholding Tax Return, All W-2's and 1099s must be submitted to the Department of Revenue on or before the last day of January.

### Minnesota

Forms W-2 and 1099 must be filed with the Minnesota Department of Revenue on or before the last day of January.

### Nebraska

State copies of 2018 Forms W-2, W-2G, 1099-MISC, 1099-R, and the Nebraska Reconciliation of Income Tax Withheld, Form W-3N, are due on or before the last day of January.

### North Dakota

Forms W-2 and 1099 must be filed with the ND Office of State Tax Commissioner on or before the last day of January.

### Oklahoma

Effective with tax year 2018 (filed in 2019), Forms W2/W3 and 1099 must be filed with the Oklahoma State Tax Commission on or before the last day of January.

### League of Nebraska Municipalities

**Utilities Conference**  
Jan. 16-18, Embassy Suites  
Lincoln, Neb.

**MidWinter Conference**  
Feb. 25-26, Cornhusker Marriott  
Lincoln, Neb.

### Nebraska Municipal Clerk Institute & Academy

March 18-22  
Younes Conference Center  
Kearney, Neb.

### NMPP Energy Annual Conference

March 26-28  
Cornhusker Marriott  
Lincoln, Neb.

### PowerManager Utility Billing Beginner's Training

April 9, NMPP Energy, Lincoln, Neb.

### PowerManager Training Conference

May 14-16, Holiday Inn Express, North Platte, Neb.

Aug. 6-8, Elkhorn Valley Bank Community Room, Wayne, Neb.

Oct. 7-8, Holiday Inn Express & Suites South, Lincoln, Neb.

Oct. 15-16, Holiday Inn Express & Suites South, Lincoln, Neb.

### 2019 PMUG Annual Conference

Sept. 18-20  
Best Western Plus  
Bloomington, Minn.

## DID YOU KNOW?

**POWERMANAGER  
SOFTWARE IS USED IN 180  
LOCATIONS ACROSS  
THE U.S. AND BEYOND**

POWERMANAGER IS USED IN NEBRASKA, COLORADO, MINNESOTA, KANSAS, IOWA, S. DAKOTA, N. DAKOTA, INDIANA, ARKANSAS, NEW YORK, MASSACHUSETTS, OKLAHOMA, AND HONDURAS

# Free for 30 days: Send bills simply from PowerManager

Are you still sending your bills or collecting payments manually?

Now there's a better way.

We've partnered with BillFlash to let you send your printed and electronic bills directly from PowerManager software. And collect payments online!

[And you can try BillFlash free for 30 days!](#)


BillFlash in PowerManager will save you time and money. Plus, your customers can set up automatic payments — or easily pay online, through TelePay, or in the office. All with BillFlash!



## Benefits you'll enjoy with BillFlash

- Fully integrated with PowerManager
- One vendor for both print & electronic billing and payment services
- Get paid faster with AutoPay, TelePay and Online ePay
- Free online customer portal showing their bills and payment history
- Save time and money
- Eliminate costly, manual processes

[Click here](#) or call (435) 940-9123 to see a BillFlash demonstration. You'll be sending bills and getting paid faster and easier than ever!

 <p><b>Contacts</b></p> <p><b>Salt Creek Software:</b>  <b>Mitch Mullins</b>  <b>Mitch Dahl</b>  <b>Stan Reinke</b>          Phone: (402) 476-7115  <a href="mailto:mmullins@SaltCreek.com">mmullins@SaltCreek.com</a>  <a href="mailto:mdahl@SaltCreek.com">mdahl@SaltCreek.com</a>  <a href="mailto:sreinke@SaltCreek.com">sreinke@SaltCreek.com</a></p>	<p><b>NMPP Energy</b>  <b>Nicole Kubik</b>          Phone: (800) 234-2595  <a href="mailto:nkubik@nmppenergy.org">nkubik@nmppenergy.org</a></p>	<p><b>PowerManager Partners</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Bill Flash</b>                      Billing and payment services  <a href="http://www.billflash.com">www.billflash.com</a></p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>Invoice Cloud</b>                      E-payments and Electronic Bill Presentment and Payment  <a href="http://www.invoicecloud.net">www.invoicecloud.net</a></p> </td> </tr> <tr> <td colspan="2" style="vertical-align: top;"> <p><b>NeonLink</b>                      Online bill pay, printing/ mailing, paperless  <a href="http://www.neonlink.com/powermanager">www.neonlink.com/powermanager</a></p> </td> </tr> </table>	<p><b>Bill Flash</b>                      Billing and payment services  <a href="http://www.billflash.com">www.billflash.com</a></p>	<p><b>Invoice Cloud</b>                      E-payments and Electronic Bill Presentment and Payment  <a href="http://www.invoicecloud.net">www.invoicecloud.net</a></p>	<p><b>NeonLink</b>                      Online bill pay, printing/ mailing, paperless  <a href="http://www.neonlink.com/powermanager">www.neonlink.com/powermanager</a></p>	
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