

# COMPUTER CHRONICLES

POWERMANAGER®

Spring 2019

A newsletter of NMPP Energy and Salt Creek Software

nmpp ENERGY SALT CREEK SOFTWARE, INC.

PowerManager How-to Session

POWERMANAGER®

## Cash Register Overview

By Mitch Mullins

PowerManager's Cash Register module is a simple to use application that allows you to record payment information, print customer receipts, print a variety of reports, balance a cash drawer, and post payment information to Utility Billing (UB), Accounts Receivable (AR), and General Ledger.

It may be used with or without a cash drawer or receipt printer.

The Cash Register module is available to all PowerManager users without any additional cost. If you are adding a new PowerManager workstation to run the cash register at your front counter, your network and PowerManager may require you to purchase an additional user license.

### Setting up Cash Register Tables

Before using the Cash Register module, you will need to create an empty set of Cash Register database tables. To do this, select File|Data File Maintenance|Cash Register Data File Maintenance from the PowerManager main menu.

<IMPORTANT> If you want the Cash Register application to be able to post to the General Ledger, you must set up the Cash Register in the same company as General Ledger.

### Define Initial Setup Values

Now that the data files have been created, it's time to define the system setup values. To do this click the Setup button found on the Cash Register main form.

### Main Form

Cash register initially displays a row of cash register function buttons and a batch selection grid. The batch selection lists batches sorted by status, (open, closed, balanced, posted) and batch number. The display of posted batches is controlled by Setup's "Show Posted Batches" option.

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PowerManager welcomes: Wisner Care Center, Cedar Knox Rural Water Project, Pawnee County Rural Water District and the Village of Terrytown, Neb.!

**Kari Woodard**

Director of Finance & Accounting  
Coon Rapids (Iowa) Municipal Utility



**What are you paid to do?** I am responsible for all accounting functions – financials, reconciliations, payroll, monthly and quarterly reports, financial policies, budgets, audit, etc. I also handle our REDLG RLF program, federal and state annual reports, HR and some marketing. We operate utilities for electric, gas, water, sewer, cable TV, internet, and telephone so there is always something new and “exciting” going on around here!

**What PowerManager Programs do you use?** All of them, with the exception of the Time Card program.

**If you weren't in your current job, what would you do?** Without a doubt, I would love to return to the banking industry! Or, I would like to do something where I can help others understand their personal finances and make the best possible decisions for their future.

**Where were you born/raised?** Concordia, Missouri (halfway between Kansas City and Columbia, Mo.)

**Biggest Pet Peeve?** I can't stand having car problems! I just want my vehicle to always start,

go, and stop – no issues in between!

**One food I can't resist is...** Only one?! I'm a sucker for good tortilla chips and fresh salsa! Oh, and a nonfat vanilla latte!

**My favorite show to binge watch is...** Right now — Madam Secretary.

**People would be surprised to know that...** This was never my plan! I always had big dreams and goals to work for a large corporation and climb the corporate ladder. Amazing what love does to a person! Honestly, though – I wouldn't have it any other way!

**The best advice I have ever received is...** “Let Go and Let God.” — God is in control, not me.

**The best part of my job is...** By far, the PEOPLE! I have incredible coworkers who I'm lucky enough to also call friends. I thoroughly enjoy (most of) our customers! As an added bonus, I actually really like what I do, too! It's a win-win!

PowerManager  
Staff Profile

**Meet Amber Degner...**

I am the Receptionist/ Office Support Specialist at NMPP Energy.

I am the voice you hear when calling to order supplies or need assistance with PowerManager. I also ship out supplies, maintain a database with member contact information (please let me know if there are changes!), and much more.

I enjoy talking to employees from our member communities and learning more about those communities.

I love to travel, and my dream is to travel around the country in an RV. That dream is in the distant future, as right now I'm busy spending time with my husband, toddler, and two dogs.



Amber Degner

# Accessing PowerManager Remote Support

By Mitch Mullins

We've recently changed our remote support software from Goto Assist to FixMe.IT. The client ID screen is now part of the PowerManager menu system. No more desktop shortcuts or having to remember a web site address.

You can access PowerManager remote support by selecting the "About" menu option then clicking the "Remote PowerManager Support" button. You'll then get a client ID number that you'll give us over the phone.



## Save time with Bank Statement Reconciliation

It's good to have balance in your life. It's also good to balance your bank statements to your General Ledger (GL) cash accounts. PowerManager's Bank Statement Reconciliation software may not help with balancing your life, but it can definitely help with balancing your GL cash accounts. Balancing your GL cash accounts will help catch data entry errors and omissions.

Bank Statement Reconciliation will draw upon

data stored by the Bank Deposit, Accounts Payable, and Payroll modules if these modules are in use. Bank Statement Reconciliation includes the Bank Deposit module.

Use the Bank Deposit application to consolidate payments from various sources, Cash Register, Utility Billing, Accounts Receivable, and General Ledger into a single deposit record. A bank deposit report can be printed that you

may submit with your bank deposit to your bank. The deposit record is displayed in the Bank Statement Reconciliation module. This will allow the Bank Statement Reconciliation deposit amounts to exactly match the amounts found on your bank statement.

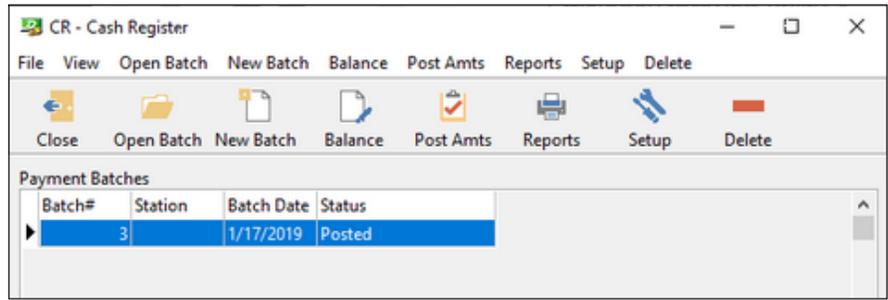
If you are not using Bank Reconciliation and Bank Deposits, you are missing out on a real time saver. Please give us a call if you would like help getting started.

# Cash Register Overview

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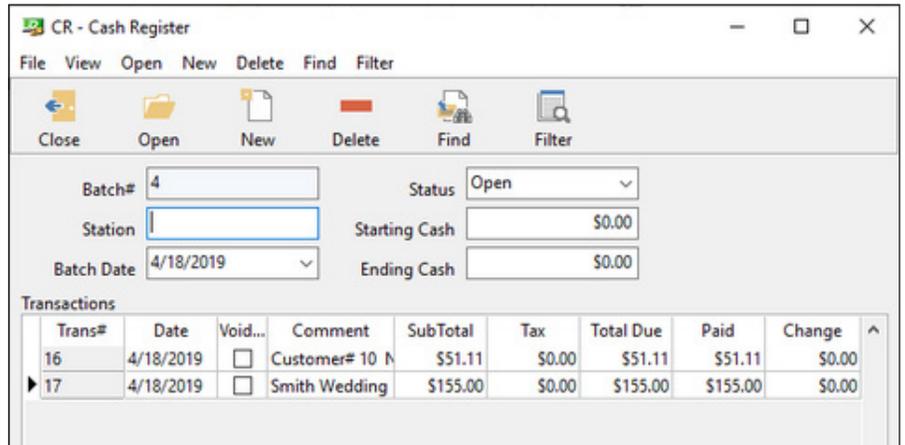
## Open/New Batch

The Cash Register Batch form displays and allows editing of information pertaining to the opened selected batch or the newly created batch. This form is divided into two main sections. The general batch information (top) section and the batch transactions grid (bottom) section.



## Cash Register Transactions

The Cash Register Transactions form displays and allows entering/editing of information pertaining to items sold and payments received. This form is divided into two main sections. The Items section is used to enter the items that were sold and/or paid for and the Payments section is used to enter the payment information. The lower right-hand part of the screen subtotals the items, displays the total taxes and total due, displays the total paid, and displays the change due back to the customer.

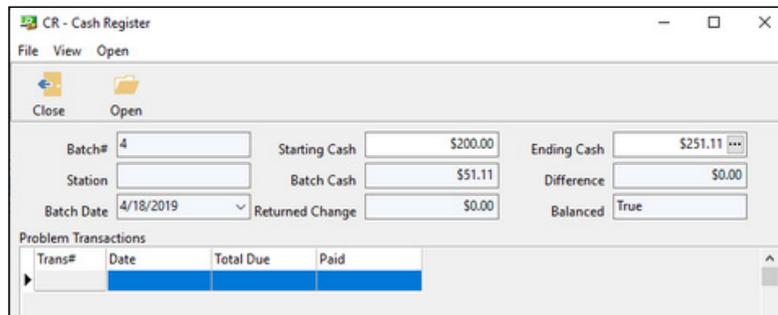
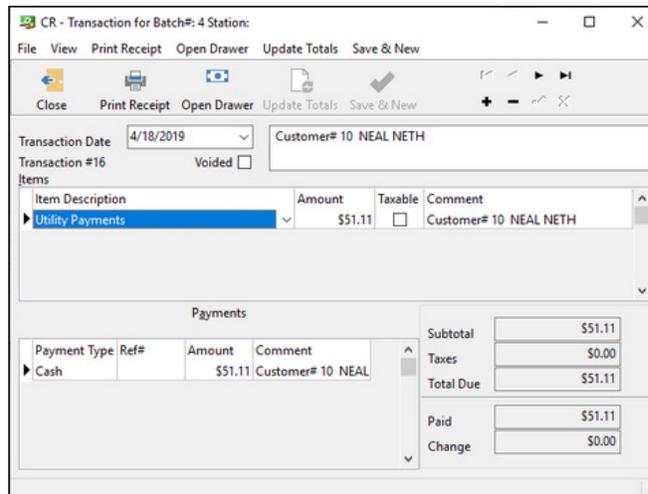


## Balance

The Cash Register Balance form allows you to balance the cash in the drawer with the payments received and the change returned.

Use the Cash Register Balance form to balance the cash in the drawer after the batch has been closed and before the amounts are posted to their destination modules.

Tip: If you've balanced a batch but have not yet posted its amounts you can "unbalance" the batch in order to re-open the batch for editing purposes.



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# Cash Register Overview

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## Post Amts

The Cash Register Post Amounts form allows you to define how batch payments related to Utility Billing and/or Accounts Receivable will be posted to their respective destination modules. Use the Cash Register Post Amounts form to define Utility Billing and/or Accounts Receivable payment information values.

The screenshot shows the 'CR - Cash Register' application window. It has a menu bar with 'File', 'View', 'Post Amts', and 'Cancel'. Below the menu bar are two buttons: 'Post Amts' (with a checkmark icon) and 'Cancel' (with a red X icon). The main area is divided into three sections:

- Accounts Receivable Payment Setup:** Contains a 'Batch Nr:' text box, a 'Type Of Payment:' dropdown menu, and a 'Cash Account:' dropdown menu.
- Utility Billing Setup:** Contains a 'Batch Nr:' text box with the value '190418', a 'Type Of Payment:' dropdown menu with 'Check' selected, and two checkboxes: 'Include Non-Printed Charges' (unchecked) and 'Include Non-Finalized Charges' (checked).
- Utility Billing GL Cash Account Setup:** A table with two columns: 'Service Type' and 'GL Cash Account'.
 

Service Type	GL Cash Account
Water	2-1030
Sewer	3-1030

## Reports

The Cash Register Reports form provides for printing or viewing a variety of Cash Register reports. Standard reports include: Batch; Deposit; Payments; Receipt; and Transaction Items.

The screenshot shows the 'CR - Cash Register' application window with the 'Reports' form open. The menu bar includes 'File', 'View', 'Design', 'Preview', and 'Print'. Below the menu bar are buttons for 'Close', 'Design', 'Preview', and 'Print'. The main area contains a table with two columns: 'Report Name' and 'Report Description'. The 'Batch' report is selected and highlighted in blue.

Report Name	Report Description
Batch	
Deposit	
Payments	
Receipt	
Transaction Items	

Below the table is a 'Batch Range' section with 'Start:' and 'End:' text boxes, both containing the number '4'.



## Calendar of Events

### Kansas Municipal Utilities

May 8-10, Hyatt Regency, Wichita, Kan.

### Municipal Accounting/Finance Conf.

June 12-14, The Graduate, Lincoln, Neb.

### Colorado Municipal League Annual Conference

June 18-21, Beaver Run Resort, Breckenridge, Colo.

### 2019 PMUG Annual Conference

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

### 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.

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## PowerManager Partners

### Bill Flash

Billing and payment services

[www.billflash.com](http://www.billflash.com)

### Invoice Cloud

E-payments and Electronic Bill Presentment and Payment

[www.invoicecloud.net](http://www.invoicecloud.net)

### NeonLink

Online bill pay, printing/ mailing, paperless

[www.neonlink.com/powermanager](http://www.neonlink.com/powermanager)