



**PowerManager**<sup>®</sup>

Efficiency through utility business management software



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Put  
**PowerManager**<sup>®</sup>  
to work for you!

**PowerManager**<sup>®</sup>  
software is designed  
for seamless  
integration between  
programs to  
maximize efficiency.  
It also comes with  
top-of-the-line  
customer support!

## Software Programs

### Utility Billing/EasyClerk<sup>®</sup>

- Manage billing for electric, water, sewer, natural gas, refuse and contracted services

### General Ledger/Accounts Payable

- Total fund accounting package

### Payroll

- Payroll management system

### Accounts Receivable

- Manage accounts receivable items

### Inventory

- Track and manage inventory

### Service Order

- Track and Manage service orders

### Cash Register

- Payment entry system

### Time Sheet

- Organizes employee earnings and time off

### Bank Statement Reconciliation

- Reconciles bank statements

For more information contact:

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Business Software Coordinator

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# Utility Billing/ EasyClerk®

Using Utility Billing/EasyClerk® for generating billing for electric, water, sewer, natural gas, refuse and contracted services has never been easier.

This program is equipped with all the tools to handle your billing. And it does it all efficiently and in an easy-to-use format.

## This software is available in two forms:

EasyClerk® includes billing for water, sewer, refuse and miscellaneous services.

Utility Billing includes billing for electric, gas, water, sewer, refuse and miscellaneous services.

## Flexible Billing

- Has the ability to do online billing, E-billing, flexible rate structures and budget billing.
- Bills can be customized—allowing users to decide what and where information is printed on bills, courtesy notices and meter sheets

## Variety of Reports

Using Report Builder, numerous customizable reports are available, including:

- Helpful “Move in/Move Out” report
- Customer History report stores unlimited years of information on each account depending on how many years of history is kept
- Meter and serial number report, meter changes and customer meter readings
- Billing statistics, sales tax reports, AR or payment reports

## Other Features

- Compatible with most Automated Meter Reading (AMR) systems – ability to select type of service
- Customer Lookup feature displays balance and historical billing information
- ACH – various payment reports after posting
- Meter reading estimation & high/low user modifiable bill
- Billing adjustment options
- Multiple meter readings per location to handle meter change outs
- Locations can have any number of meters
- Cash register & receipt writer
- Ability to e-mail any reports

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# General Ledger/ Accounts Payable

The General Ledger/Accounts Payable program is a powerful total fund accounting package wrapped in one efficient module that handles revenue, expenses and budget projection. It can whittle a week's worth of work down to a few hours.

If you're interested in improving office efficiency, consideration of this module is a must. You supply the numbers and the program does the work—it's that simple.

## General Features

- Program interfaces with Payroll, Utility Billing, EasyClerk®, Bank Reconciliation and Accounts Receivable to cut down on double entries and errors
- Total accounting package—handles incoming revenue, outgoing expenses and budget tracking and projection
- Variety of reports can be easily utilized to retrieve financial information

## General Ledger

- Fixed journal entries option minimizes number of entries
- Option to distribute total amounts by %
- Find information quickly with outline search capabilities
- Works with Cash Register Module

## Accounts Payable

- Can utilize and print on nearly any two or three-part checks
- Checks can be printed from multiple banks
- ACH capability
- Has unlimited account number per check distribution
- Access fiscal and calendar year totals for vendors
- Ability to e-file 1099 forms

## Budget Projection

- Tracks line item budgeting
- Estimates year-end spending total to assist with upcoming year budget preparations and current year totals
- Allows for early planning for next year's budget, keeping you ahead of the game
- Keeps three-year history for auditing purposes

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# Payroll

Take the stress and challenge out of figuring your utility's payroll each pay period with PowerManager® Payroll program. This workhorse program keeps track of not only payroll information, but employee vacation, bonus days and more.

Payroll boils down the work to simple data entry—it does the rest!

The program seamlessly interfaces with PowerManager® General Ledger program, which saves time by eliminating duplication of entries.

The program prints checks, 941 forms, W-2 forms, e-files, W-2's, mailing labels and does direct paycheck deposit. It can also post to an unlimited number of departments or accounts.

If you're looking for a solution to your current payroll process, PowerManager® Payroll is your answer.

## General Features

- Interfaces into PowerManager's General Ledger program
- Produces paychecks in a variety of pay period combinations
- User modifiable earning and deduction rates
- Provides reporting on current period month-to-date, quarter-to-date and year-to-date payroll information
- Direct paycheck deposit
- Direct deposit to unlimited employee bank accounts
- Ability to un-print pay checks

## Variety of Reports

Just a few of the reports include:

- Time off reporting
- 941 and 941N suitable to submit to the IRS and state
- Distribution report shows breakdown of hours, earnings and deductions to the various departments or accounts

## User friendly format

- Program is easy to navigate tabs and menus

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# Accounts Receivable

Handling the daily routine of managing your community's accounts receivable no longer seems like a chore with the PowerManager® Accounts Receivable module.

Utilizing the program translates into a savings of time and money. Historical records are accessed quickly and can be produced in several handy reports.

The program can bring up customer records for review, produce organized, legible invoices, provides easy tracking of past due invoices and much more.

## Multi-functional

- Used independently, the program can be used for ambulance and library billing as well as other billings such as for dog, tobacco and liquor licenses
- Ability to refund invoice credit balances via Accounts Payable
- Can transfer credit from one customer's invoice to one of the customers unpaid invoices

## Informative Reports

- Numerous reports can be easily accessed and run, by date range, category, customer and more
- Reports can be customized, providing just the information you need

## User Friendly Format

- Easy to follow menu makes it easy to navigate

## Unmatched Service

- Program is easy to learn and users have access to unmatched quick-response support

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# Inventory

Tracking and managing inventory is a critical function in running a cost-efficient municipality. The Inventory program offers a proven system to track inventory and produce various reports.

The program includes three main components:

- Inventory management
- Purchase order management
- Work order management

By utilizing these three components in Inventory, users have a powerful tool at their fingertips to fulfill all inventory management needs.

The program is ideal for large and small municipalities that deal with multiple vendors and carry any amount of inventory.

## Inventory Management

- Tracks items coming in/out which improves efficiency, keeps costs down and improves the overall operation
- Manages inventory for multiple departments
- Year-end inventory count

## Purchase Order Management

- Tracks incomplete purchase orders
- Purchase orders can be customized
- Receive partial purchase orders

## Work Order Management

- Tracks job costs, including labor, contracted services, inventory and non-inventory items
- Tracks fleet and street light maintenance and any other maintenance program
- Option to filter work orders

## Useful Reports

- A variety of reports can be generated, including stock item listings, unlimited history of transactions, work order ticket, issues & return by stock code & work orders and user defined

## User Friendly Format

- Easy to manage and navigate
- Clickable column headings for sorting

## Unmatched Service

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# Service Order

The Service Order program tracks and manages your 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.

You never again have to 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.

## Improve your organization skills

- Once a service order is logged into the program, you'll know all the essential information about the job—what it is, who is doing it and when it needs to be completed
- Availability of service orders in UB's customer lookup

## Stay on top of it from start to finish

- It's simple to update service orders electronically so you can stay current with what exactly is being done. The time frame or worker assignment changed? No problem!

## Perfect for smaller, common tasks

- Service Order handles common assignments such as repairing stuck meters, checking fuses or any unplanned service call
- Ability to complete the Utility Billing customer move out/in process

## User Friendly Format

- Easy to follow menu makes it easy to navigate and manage all your service orders on your computer

## Unmatched Service

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# Cash Register

This module is used to enter all payments you receive, regardless of what is being paid for. The module may be used with a cash drawer and receipt printer, or simply used for batch payment entry.

## Features

- Support for cash drawers and customer receipt printers
- Support for multiple drawers and multiple payment entry operators
- Integrated with PowerManager's® Utility Billing (UB), General Ledger (GL) and Accounts Receivable (AR) modules
- UB and AR customer number, name, and amount owed lookup
- Cash drawer editing – fix problems before payments are posted to customers
- Cash drawer balancing before payments are posted to customer accounts
- Option to print both customer and utility receipts;
- Variety of reports – deposits, balancing, drawer history, and payments by destination and type
- User-defined payment export destinations (UB, AR, other)
- User-defined payment types (cash, check, charge, etc.)
- User-defined payment entry operator codes for password protection
- User-defined amount of cash register history.

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# Time Sheet

Time Sheet exports employee earnings and time off items to a spread sheet for distributed data entry. After importing spread sheet values back into Time Sheet they may be reviewed and approved before easily uploading into Payroll.

**PowerManager's® Time Sheet simplifies the process of entering employee work-hours into the Payroll program.**

## Features

- Reduces time calculating staff work hours
- Flexible to allow either individuals or supervisors to log hours worked and time off hours like vacation and sick leave
- Provides detailed or summarized employee hour and time off information of each employee's hours
- Saves cost by reducing use of paper

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# Bank Statement Reconciliation

Make reconciling your bank statements easier than ever with the Bank Statement Reconciliation module.

The program is interfaced with the General Ledger module to reconcile bank statements.

This module draws information from the Accounts Payable, Accounts Receivable, Payroll, General Ledger and Utility Billing programs helping you complete the statement process easily and efficiently.

## Multi-functional

- Handles Bank Deposits ability to pull multi-source (GL, AR, UB, Cash Register) into a single deposit amount for bank rec purposes
- Handles bank accounts posting to multiple general ledger cash accounts, allowing the tracking of multiple funds using a single bank account
- The program's fixed journal section handles:
  - bounced checks
  - interest earned
  - bank box, safety deposit box fee
  - direct withdrawals
  - other fees not covered by checks
- Useful "Not-Cleared" report
- Can retrieve deposits from all cash accounts associated with the bank account

## User Friendly Format

- Easy to use menus makes it simple to navigate

## Unmatched Service

- Program is easy to learn and users have access to unmatched quick-response support

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