

# COMPUTER CHRONICLES

PowerManager®

Efficiency through utility business management software

Summer 2021

A newsletter of NMPP Energy and Salt Creek Software



## New Feature...

# Utility Billing adds “Calc Tax” feature

By Mitch Mullins

PowerManager 2021 recently introduced a new “Calc Tax” feature found in Utility Billing’s Adjustments.

This feature is useful when making a taxable adjustment to a charge. Enter the adjustment amounts to the charges then click the “Calc Tax” button.

Clicking this button will calculate tax for the entered adjustment amounts for the highlighted rate.

It also figures the tax basis and properly enters that value in the tax’s “Qty” field. PowerManager’s “Summary” (UB-Reports-Financial-Summary) report uses the tax’s “Qty” value when determining taxable revenue.

I’d encourage you to give this

UB - Adjustments

File View Save Cancel

Save Cancel

Customer Nr: 6 Route Book: 1  
Customer Name: L & W TIRE SERVICE Account Number: 860  
Mailing Address 1: 202 SOUTH 9TH AVENUE Service Address 1: 202 SOUTH 9TH AVENUE  
Mailing Address 2: Mailing Address 3: PMUGSVILLE, NE 68512 Service Address 2: PMUGSVILLE, NE 68512  
City, State, Zip: PMUGSVILLE NE 68512 Legal:  
Map Number:

Charges Payments Fines Budget Deposits Bills Re-Bill

Billing Information

Rate#	Status	Rate Description	Service Type
13	Active	Commercial 3 Phase	Electric
1	Active	Electric - Flat Charge	Electric
19	Active	Water 3/4"	Water
3	Active	Sewer - Flat Charge	Sewer

Adjustments Previous Charges

Component Description	Posting Date	Comment	Qty	Amount
Demand	6/9/2021			\$0.00
Usage Blocks	6/9/2021			\$100.00
Minimum Charge	6/9/2021			\$0.00
State Tax	6/9/2021		100	\$5.00

\$105.00

Calc Tax

new feature a try. I think you’ll find it convenient and you’ll get

better accuracy in the summary report’s taxable revenue section.

## Welcome to PowerManager!

The PowerManager family welcomes the City of Scribner, Neb., after its purchase of the Utility Billing software suite (Utility Billing, General Ledger/Accounts Payable, Payroll, Bank Statement Reconciliation and Service Order) and becoming a participant in PowerManager’s Value Support Plan. Scribner, located in Dodge County in Northeast Nebraska, also receives other services from the Nebraska Municipal Power Pool (NMPP) and Municipal Energy Agency of Nebraska (MEAN).

# Utility Billing LIEAP payments process

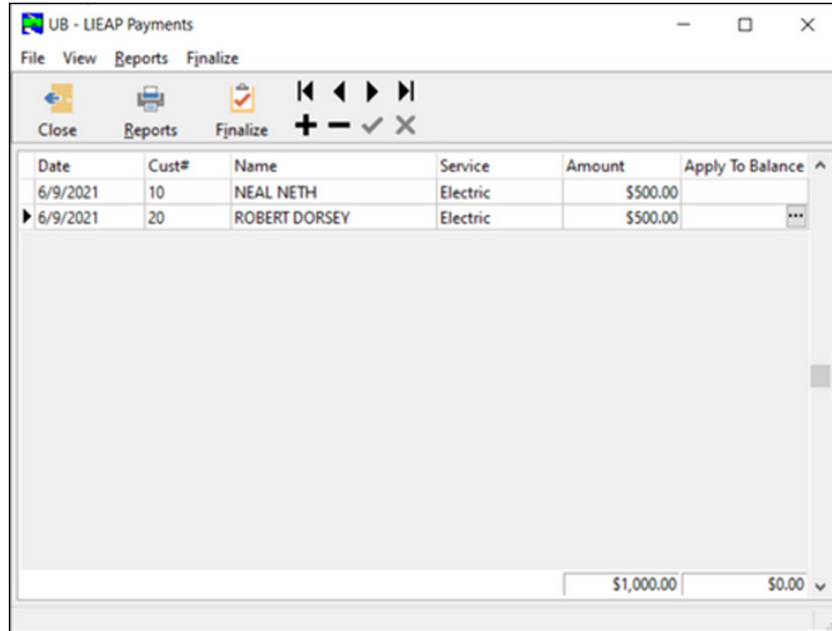
By Mitch Mullins

Use the LIEAP Payments process to enter Low Income Energy Assistance Program amounts to be credited to a customer's account and to run LIEAP reports.

The LIEAP Payment data entry is done on the lower part of the main form. LIEAP payments are assigned to a type of service for each individual customer. This allows utilities that bill for both electric and gas to determine which service the LIEAP credit should be considered for.

Click the "Apply To Balance" ellipsis button to have PowerManager figure out how much the customer presently owes for the entered type of service. You can also enter a value of your choosing. The amount applied to the balance owed will automatically be subtracted from the total LIEAP amount entered. Once you are satisfied with the correctness of your data entry finalize the LIEAP payments by clicking the 'Finalize' button. Adjustments are made to a customer's LIEAP balance by posting additional positive or negative amounts.

The date-driven LIEAP reports may be ran at any point in time. The date-driven reports only consider finalized LIEAP payment records, not the ones still in the work file. A non-date-driven LIEAP Payment work file report is also available to list the



6/9/2021 11:07:12 AM LIEAP Activity Page 1 of 2

Route	Acct#	Cust#	Name	Service	Type	Date	Amount	Balance
8	9180	91	WAYNE HIRSCH	Electric	BalFwd		\$437.13	\$437.13
				Electric	Credit	1/31/2020	-\$33.43	\$403.70
				Electric	Credit	2/28/2020	-\$32.11	\$371.59
				Electric	Credit	3/31/2020	-\$26.44	\$345.15
				Electric	Credit	4/30/2020	-\$30.83	\$314.32
				Electric	Credit	5/31/2020	-\$19.77	\$294.55
				Electric	Credit	6/30/2020	-\$25.89	\$268.66
Electric	Credit	7/31/2020	-\$20.46	\$248.20				
8	9300	92	CLEON O. CARPENTER	Electric	BalFwd		\$438.60	\$438.60
				Electric	Credit	1/31/2020	-\$32.79	\$405.81
				Electric	Credit	2/28/2020	-\$9.83	\$395.98
8	9650	94	MARTHA BEEKEN	Electric	BalFwd		\$452.26	\$452.26
				Electric	Credit	1/31/2020	-\$26.04	\$426.22
				Electric	Credit	2/28/2020	-\$24.61	\$401.61
				Electric	Credit	3/31/2020	-\$19.93	\$381.68
				Electric	Credit	4/30/2020	-\$23.53	\$358.15
				Electric	Credit	5/31/2020	-\$15.18	\$342.97
				Electric	Credit	6/30/2020	-\$19.53	\$323.44
				Electric	Credit	7/31/2020	-\$25.75	\$297.69
				Electric	Credit	8/31/2020	-\$20.17	\$277.52
				Electric	Credit	9/30/2020	-\$21.90	\$255.72
8	9755	95	DENNIS LECK	Electric	BalFwd		\$935.81	\$935.81
				Electric	Credit	1/31/2020	-\$34.11	\$901.70
				Electric	Credit	2/28/2020	-\$32.76	\$868.94
				Electric	Credit	3/31/2020	-\$27.08	\$841.86
				Electric	Credit	4/30/2020	-\$31.44	\$810.42
Electric	Credit	5/31/2020	-\$30.26	\$780.16				
8	9842	96	JUSTIN WIEDERHOLT	Electric	BalFwd		\$458.27	\$458.27
				Electric	Credit	1/31/2020	-\$22.59	\$435.68
				Electric	Credit	2/28/2020	-\$21.45	\$414.23
				Electric	Credit	3/31/2020	-\$17.50	\$396.73
				Electric	Credit	4/30/2020	-\$20.52	\$376.21
				Electric	Credit	5/31/2020	-\$13.46	\$362.75
				Electric	Credit	6/30/2020	-\$17.16	\$345.59
				Electric	Credit	7/31/2020	-\$22.34	\$323.25
				Electric	Credit	8/31/2020	-\$17.65	\$305.60
Electric	Credit	9/30/2020	-\$19.04	\$286.56				
8	9908	97	HOWARD SPENCER	Electric	BalFwd		\$419.34	\$419.34
				Electric	Credit	1/31/2020	-\$42.69	\$376.65

non-finalized LIEAP payments.

You'll also need to add a LIEAP Credit type of component to the rates that the LIEAP payments should be considered for. These rates will typically be residential electric and gas rates.

Customer that are assigned to a rate with a LIEAP component and have available LIEAP credits will generate a credit when charges are computed. The credit will be determined by the

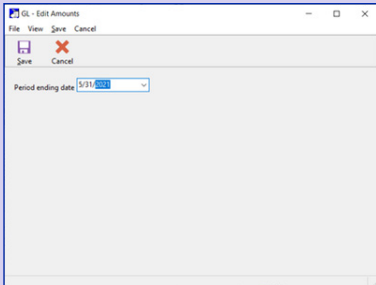


# Options using General Ledger Budgeting

By Mitch Mullins

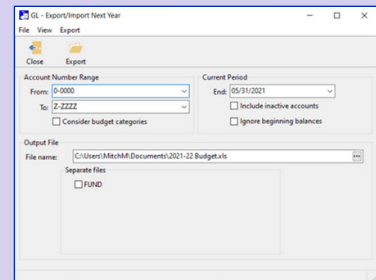
PowerManager's General Ledger application has budget export and import capabilities. This option is found by selecting General Ledger – Budgeting – Export/Import Next Year from the PowerManager main menu. Exporting will generate a spreadsheet file of budget information in which to work with next year's budget figures. The spreadsheet will appear very similar to the Budget Category report. Columns include GL Acct#, GL Acct Description, 3 prior years actuals, current year to date actuals, estimated year end, year to date budget, total current year's budget, and a column for the new, next year's budget.

GL Acct#	GL Acct Description	EX 2017	EX 2018	EX 2019	YTD 01/01/2021	Est. Year End	YTD Budget	New Budget
1-1000	ASSET DISPOSITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1020	CASH ON HAND	0.00	150.00	150.00	150.00	0.00	0.00	0.00
1-1025	PETTY CASH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1030	CHECKING ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1100	SAVINGS ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1120	CD	0.00	0.00	1,501,699.22	787,173.96	0.00	0.00	0.00
1-1200	ACCOUNTS RECEIVABLE	0.00	0.00	90,208.19	88,282.79	0.00	0.00	0.00
1-1211	ACCOUNTS RECV - MISC	0.00	0.00	0.00	5,368.56	0.00	0.00	0.00
1-1300	INVENTORY	0.00	0.00	2,167.46	4,254.45	0.00	0.00	0.00
1-1301	INVENTORY - LIQUE OIL	0.00	0.00	3,161.05	1,456.64	0.00	0.00	0.00
1-1302	INVENTORY - FUEL OIL	0.00	0.00	846.32	3,089.71	0.00	0.00	0.00
1-1340	INV - COST OF ST SUPPLIES	0.00	0.00	126,576.46	133,800.14	0.00	0.00	0.00
1-1400	PREPAID INS	0.00	0.00	4,523.51	3,469.79	0.00	0.00	0.00
1-1500	LAND	0.00	0.00	3,992.37	3,992.37	0.00	0.00	0.00
1-1501	LAND	0.00	0.00	3,992.37	3,992.37	0.00	0.00	0.00
1-1504	MACHINERY PLANT	0.00	0.00	1,029,827.37	1,029,784.07	0.00	0.00	0.00
1-1506	OTHER MACHINERY & TOOLS	0.00	0.00	17,828.86	16,468.86	0.00	0.00	0.00
1-1508	UNDER CONSTRUCTION	0.00	0.00	48,263.75	572,599.08	0.00	0.00	0.00
1-1510	LAND & LAKE REPAIRS	0.00	0.00	1,268.84	1,268.84	0.00	0.00	0.00
1-1511	STRUCTURES	0.00	0.00	46,461.76	46,461.76	0.00	0.00	0.00
1-1514	STATION EQUIPMENT	0.00	0.00	54,259.89	54,259.89	0.00	0.00	0.00
1-1520	DISTRIBUTION SYSTEMS	0.00	0.00	587,228.74	412,269.87	0.00	0.00	0.00
1-1526	UNDERGROUND CONDUCTIONS	0.00	0.00	726,918.44	712,263.89	0.00	0.00	0.00
1-1527	DIET. WITNESSING TOOLS	0.00	0.00	15,288.74	15,288.74	0.00	0.00	0.00
1-1534	UNDER CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1536	OFFICE FURNITURE & EQUIP	0.00	0.00	54,288.49	55,288.57	0.00	0.00	0.00
1-1538	TRUCKS	0.00	0.00	105,544.20	105,966.70	0.00	0.00	0.00
1-1541	TRUCKS, VEHIC & GARAGE EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1544	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1545	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-1810	GRAND DISCOUNT & EXPENSE	0.00	0.00	62,891.81	57,087.26	0.00	0.00	0.00
1-2000	RESERVE	0.00	0.00	1,200.00	5,214.14	0.00	0.00	0.00
1-2210	SOCIAL SECURITY TAX	0.00	0.00	1,547.62	2,011.79	0.00	0.00	0.00
1-2220	PREMIUM WITHHOLDING TAXES	0.00	0.00	1,200.00	1,200.00	0.00	0.00	0.00
1-2230	STATE WITHHOLDING TAXES	0.00	0.00	534.48	603.12	0.00	0.00	0.00
1-2250	FEDERAL WITHHOLDING TAXES	0.00	0.00	1,468.12	1,468.12	0.00	0.00	0.00
1-2260	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-2270	PREPAID INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1-2275	PREPAID INSURANCE - OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00



The estimated year value end may be calculated by selecting “Edit Amounts” from the Budgeting sub-menu. From the Edit Amounts form click on the “Calc Est YE” button. Enter the last day of the month for your most recently finished account period then click the “Save” button.

When you're ready to create the budget export file click the “Export” button. Enter the last day of the month for your most recently finished account period – use the same date you used to calculate the estimated year end actual. Select a file location and name of your choosing. If you have multi-part GL accounts, you can create separate spreadsheet files for each fund/department by checking the desired options in the “Separate files” section. Finally, click the “Export” button.



GL Acct#	GL Acct Description	Existing New Budget	Imported New Budget
3-4230	GROUP INSURANCE	\$0.00	\$2,500.00
3-4240	SHARE PICA	\$0.00	\$1,700.00
3-4250	SHARE - PERA	\$0.00	\$1,300.00
3-4400	DEPRECIATION	\$0.00	\$1,200.00
3-8000	MISCELLANEOUS	\$0.00	\$1,000.00
3-4012	FEWER CHARGES	\$0.00	\$97,000.00
3-4530	MISCELLANEOUS SALES	\$0.00	\$0.00
3-5300	PUMPS & MAINTENANCE	\$0.00	\$800.00
3-5308	TESTING	\$0.00	\$2,600.00
3-5309	LAB SUPPLIES & EQUIP.	\$0.00	\$700.00
3-5310	MAINTENANCE - BUILDING	\$0.00	\$600.00
3-5311	GROUND MAINTENANCE	\$0.00	\$2,600.00

The same spreadsheet file may then be imported to bring next year's budget figures back into General Ledger from the spreadsheet. Enter the filename and location then click the import button.

The imported new budget values may be edited in the lower part of the import screen. An imported budget amount work file report is available for printing.

See “GL Budgeting” on page 4...



## Calendar of Events

### 2021 PowerManager Training Sessions

**Aug. 4-5**, Elkhorn Valley Bank Community Room, Wayne, Neb. (subject to change - virtual if necessary)

**Oct. 14-15**, NMPP Energy Building, Lincoln, Neb. (subject to change - virtual if necessary)

**Dec. 15, 10 a.m.-11 a.m.** (CST) Payroll - virtual 1-hour Training Session

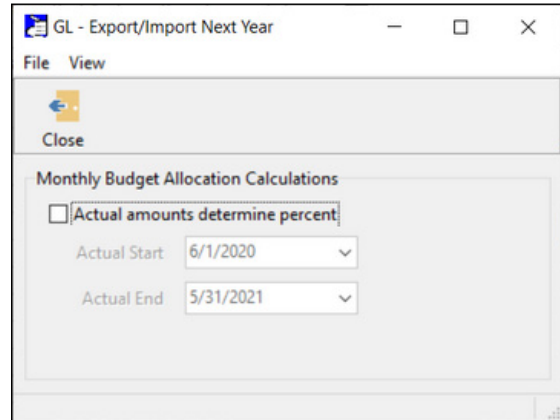
### 2021 PMUG

**Annual Conference**  
**Sept. 15-17**, Best Western Plus, Bloomington, Minn.

## GL Budgeting

cont. from pg. 3...

The “Setup” button controls how the new budget amounts are allocated to next year’s account periods. Check the “Actual amounts determine percent” to allocate the total budget by determining each month’s contribution to the 12-month total. Be sure the actual start and end dates cover a 12-month range. Not checking this option will result in the total budget being divided by 12 for each account period.



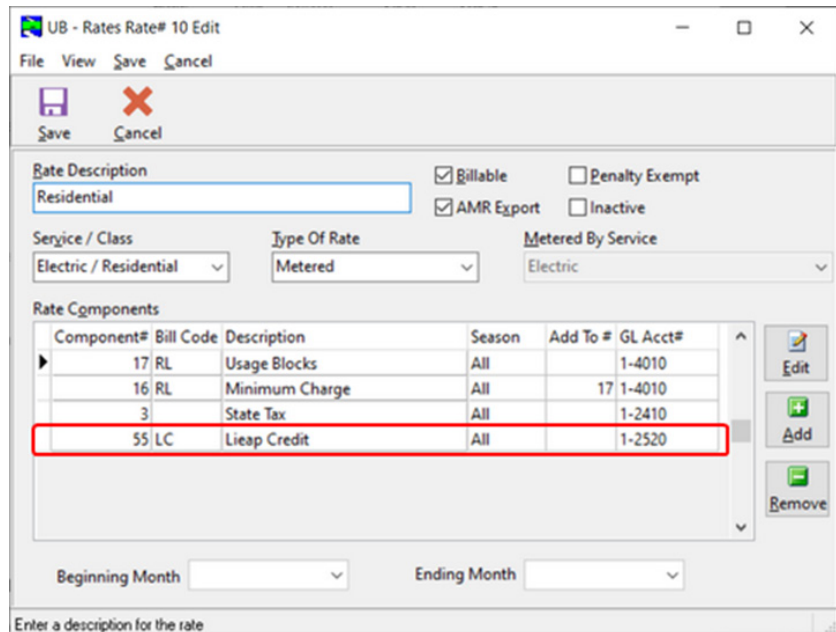
When you’ve finished reviewing the new budget amounts be sure to click the “Post Amts” button to record the new budget amounts in General Ledger. After the new amounts have been posted they may be edited with the Budgeting sub-menu’s “Edit Amounts” option.

## LIEAP

cont. from pg. 2...

charges and taxes generated by that rate for the customer.

Record the receipt of LIEAP funds by making a General Ledger General Journal credit entry to a LIEAP liability type of account and an off-setting debit entry to the cash account. As billing generates the LIEAP credits to be applied to each month’s bills it will lessen the LIEAP liability by generating debit entries.







**User Spotlight**  
**LeAnn Brown**  
 City Clerk/Treasurer  
 City of Oshkosh, Neb.

**What are you paid to do?**  
 The billing, payroll, recording of minutes, ordinances and resolutions, oversee the lifeguards and baseball staff, balancing the books, customer service, renting the City Auditorium, annual budget and investing the city's monies.

**What PowerManager Programs do you use?** EZ Clerk.

**If you weren't in your current job, what would you do?** Preschool teacher.

**Where were you born/raised?** Oshkosh, Neb.

**Biggest Pet Peeve?** I can't stand people that lie.

**One food I can't resist is...** Chocolate!

**My favorite show to binge watch is...** Blue Bloods.

**People would be surprised to know that...**

The city administrator and I lived beside each other growing up. We started kindergarten together and went to college together, and we still get along!

**The best advice I have ever received is...** Don't sweat the small stuff because it normally will take care of itself.

**The best part of my job is...** I get to attend many meetings and conferences with my peers.

**PowerManager Staff Profile**

**Meet Brenda Hudecek...**

I am an office support specialist and have been at NMPP Energy for one-and-a-half years.

In my role I provide administrative support to the staff at NMPP Energy. I maintain the membership database, process the mail, greet guests, work with vendors, answer the phone and assist accounting with sending invoices.

I also handle sending the billing supplies for PowerManager to the



*Brenda Hudecek*

communities. I enjoy the variety of work and helping our members!

**Contacts**



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