



PowerManager[®]

Efficiency through utility business management software



PowerManager[®] **Utility Billing 101 -** Beginner's Training Workshop

NMPP Energy Board Room
8377 Glynoaks Dr.
Lincoln, Neb.

**IN PERSON & VIRTUAL TRAINING
WEDNESDAY, APRIL 12TH, 2023**

PowerManager® Utility Billing 101 - Beginner's Training Workshop

WEDNESDAY, APRIL 12TH, 2023

8:30AM-4:30PM IN-PERSON & VIRTUAL TRAINING

This PowerManager® workshop provides beginner users of PowerManager® Utility Billing an opportunity to learn from developers of the software and get answers to questions you may have. It's also a great time to visit with other users and maybe learn some new tricks.

**REGISTRATION
DEADLINE
April 5th
2023**



PowerManager®

Efficiency through utility business management software

For course information contact:

Nicole Kubik

Phone: (800) 234-2595

nkubik@nmppenergy.org

[CLICK HERE TO REGISTER ONLINE](#)

EVENT LOCATION:
NMPP ENERGY BOARD ROOM
8377 GLYNOAKS DR
LINCOLN, NE 68516

LODGING:

HAMPTON INN
LINCOLN SOUTH/HERITAGE PARK
5922 VANDERVOORT DR
LINCOLN, NE 68516
402.420.7800

FAIRFIELD INN
8455 ANDERMATT DR
LINCOLN, NE 68526
402.325.6400

Value Support Plan Members Get One Free Registration
Includes: Materials, Lunch, Breaks
Space Is Limited To 30 Seats

COST: \$75

Please direct inquires to:
Amber Degner - NMPP Energy
8377 Glynoaks Dr., Lincoln, NE 68516
adegner@nmppenergy.org
Phone: (800) 234-2595



PowerManager[®]

Efficiency through utility business management software

PowerManager® Utility Billing 101 Agenda

Wednesday, April 12th 2023

8:30-9:45 a.m.

Utility Billing - Overview

- Backups – Don't become one of Mitch's horror stories!
 - Menu Editor – Who, What, Where
 - About - Remote support, F1 Help, Manuals, PowerManager@SaltCreek.com email list
 - Keyboard Shortcuts
 - Reports – Preview, email, print to file
 - The Billing Cycle – Plan your work
 - Reports – Balance, Monthly Totals, Dates
 - Customer Selection – Tips
 - Customer Lookup – Getting the most out of it
-

9:45-10:00 a.m.

Break

10:00 a.m.-Noon

Utility Billing - Maintenance

- Customer Maintenance – Edit, Move Out/Move In
 - Meter Changes – Out with the old, In with the new
 - Rates – Prorating, Component Types, Customer Specific Values
 - Adjustments – We all make mistakes
 - Documents – Customer, Location, Meter
 - Setup – Type of Service
 - Setup - Lookup Maintenance
-

12:00-1:00 p.m.

Lunch

1:00-2:30 p.m.

Utility Billing - Processing

- Meter Reading Entry
 - Compute Charges – Options, Setup, and Error Report
 - Verification Reports – Double check your work
 - Print Bills
 - Email Bills – How it works
 - Finalize Bills – Error report and what to do about it
 - ACH – Multiple withdraw dates, Payment Entry
 - Penalties and Fines – Due date vs. posting date, setup
 - Reminders – Get List vs. Refresh List
-

2:30-2:45 p.m.

Break

2:45-4:30 p.m.

Utility Billing – Extras

- User Defined Reports
 - Calculate Customer Amounts – Sewer based on winter water average
 - Budget Billing – Reconciling and monitoring
 - Deposits – Apply to final bills, transfers
 - LIEAP Payments – How it works
 - Payment Arrangements – Bill printing, monitoring
 - Refunds – Interface with AP, transfers
 - Write-Offs – How it works, write-off rates, GL accounting
 - Year End Close – Keeping billing humming along
 - Interface with PowerManager GL
 - Cash Register, Service Orders
-