

# COMPUTER CHRONICLES

POWERMANAGER®

Spring 2020

A newsletter of NMPP Energy and Salt Creek Software

**nmpp** ENERGY SALT CREEK SOFTWARE, INC.

## 2020 Changes for 1099 Forms

The PATH Act accelerated the due date for filing Form 1099 that includes nonemployee compensation (NEC) from Feb. 28 to Jan. 31 and eliminated the automatic 30-day extension for forms that include NEC. Beginning with tax year 2020, use Form 1099-NEC to report nonemployee compensation. For more information about the 1099-NEC form [click here](#).

Due to the creation of Form 1099-NEC, the IRS has revised Form 1099-MISC and rearranged box numbers for reporting certain income. Changes in the reporting of income and the form's box numbers are listed below.

- Payer made direct sales of \$5,000 or more (checkbox) in box 7.
- Crop insurance proceeds are reported in box 9.
- Gross proceeds to an attorney are reported in box 10.
- Section 409A deferrals are reported in box 12.
- Nonqualified deferred compensation income is reported in box 14.
- Boxes 15, 16 and 17 report state taxes withheld, state identification number, and amount of income earned in the state, respectively.

The Feb. 24, 2020 PowerManager update includes changes to reflect the new 2020 1099-

NEC form and changes in the 1099 Misc. box numbers.

- Modified the 1099 detailed and summary reports by adding a new 1099-NEC column.
- The 2020 1099 pre-printed and substitute forms will be updated in the fall of 2020.
- The AP vendor 1099 default pre 2020 1099-Misc Box 14 was changed to 1099-Misc box 10.
- The AP vendor 1099 default pre 2020 1099-Misc Box 7 was changed to 1099-NEC box 1.
- Similar changes were also be made to AP invoice 1099 information with a posting date of 1/1/2020 or more recent.

The screenshot shows the 'AP - Vendors' window with the '1099 Defaults' section highlighted by a red box. The 'Type Of 1099' dropdown is set to '1099-NEC' and the '1099 Box' dropdown is set to 'Box 1 - Nonemplo'. Other visible fields include 'Default Payment Method' (radio buttons for Check, ACH, Print One Check Per Invoice, Group Invoices On One Check), 'ACH Information' (Bank, Bank Account Number, Account Type: Checking/Savings, Prenotification Sent), and a 'Memo' field.

### Welcome to PowerManager!

Village of Waterbury, Neb., City of Fort Calhoun, Neb., City of Deshler, Neb., Village of Litchfield, Neb., City of Tecumseh, Neb., Cass County Rural Water District 2, Consolidated Rural Water District 1 and 2 -- Otoe County.

**Kellie Crowell**

City Clerk/Treasurer & Police Matron  
City of Ravenna, Neb.



**What are you paid to do?** There are a lot of things I do that aren't in any job description, but I think a lot of Village/City Clerks can say that. I prepare all agendas, attend meetings and take the minutes; certify and record all resolutions, regulations and ordinances passed by the City Council; records management; issue licenses and permits. I do all the accounting and financing; annual budget; help with payroll and utility billing. I do the state and federal reporting; accounts receivable and accounts payable. I am the main contact between the Mayor, City Council, City Engineers, City Attorney and the patrons. In my years with the City I have worked in all departments, from picking up trash during Citywide Cleanup to mowing the parks and from checking out books at the library to helping the Police Department with a drug bust. On Sept. 11, 2020 I will have been with the City of Ravenna for 20 years!

I looked up how a City Clerk's job title was described in Google, and this is what it said: The duties of a municipal clerk vary even more than their titles. Particularly in the United States, it is difficult to fully describe a clerk's duties, because there are hundreds of different jobs a clerk may fulfill. Truer words have never been spoken.

**What PowerManager Programs do you use?** Cash Register, General Ledger, Accounts Payable, Payroll, Accounts Receivable and Utility Billing.

**If you weren't in your current job, what would you do?** I would love to travel around the world being a tour guide, but I would miss my family too much so I would open up Nana's Playhouse and just hang out with my grandkids all day.

**Where were you born/raised?** I was born in St. Paul, Neb., and raised in the Ravenna area.

**Biggest Pet Peeve?** When people don't follow through with something that they say or volunteer to do it. And people who are on their phones all the time. Seriously people, put your phones down — there is a whole world out here and actual humans to converse with.

**One food I can't resist is...** I love the hibachi grill and sushi at Fuji Japanese Steak House.

**My favorite show to binge watch is...** Criminal Minds!

**People would be surprised to know that...** I learned to auctioneer by listening to my dad do it for many years, one day at an auction dad said, "here you go, now is as good as time as any" and he handed me the microphone... I've loved doing it ever since and helped our family auction business for many years. I still love to auctioneer and help out at fundraisers and with my sister and her husband's auction business.

**The best advice I have ever received is...**

I have a note hanging in my office with these words written from my mom:  
Laugh when you can;  
Apologize when you should;  
Let go of what you can't change;  
Love deeply and forgive quickly;  
And always remember that life is too short to be anything but happy.

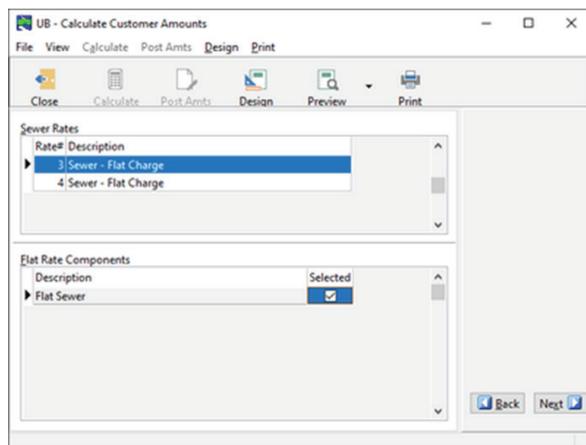
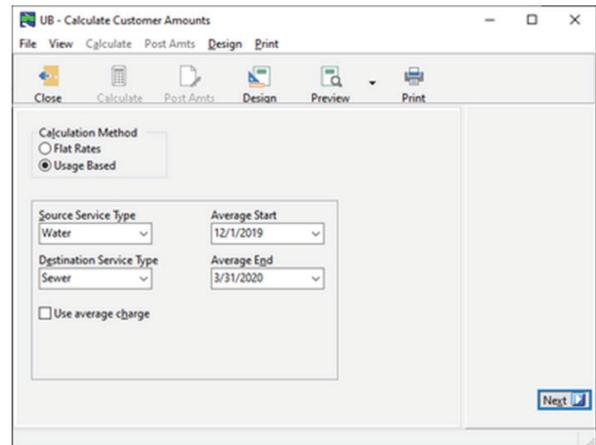
**The best part of my job is...** Working with the public and being part of a community I love.

# Utility Billing Calculate Customer Amounts

By Mitch Mullins

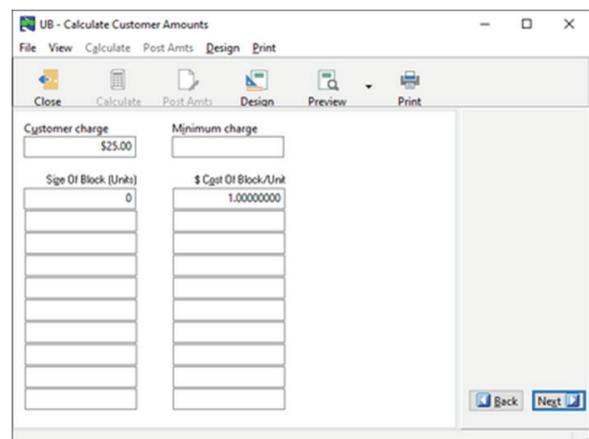
PowerManager can calculate individual customer flat rate sewer charges based on an average of their winter water usage. This application is accessed from the PowerManager main menu by selecting Utility Billing – Maintenance – Rates – Calculate Customer Amounts. This is a multi-step process through which you are guided by the use of Next and Back buttons.

The screenshot at right shows a typical setup. The calculation method is set to Usage Based. The source service type is set to Water and the destination service type is set to Sewer. The average start date is 12/1/2019 and the ending date is 3/31/2020. Enter the average starting and ending dates based on your definition of winter water. Click the Next button to proceed to the next screen.



The next step is used to indicate which flat rate components are to be calculated. Only those customers assigned to the selected rates will be considered. First select the rate then check the rate's component to be calculated. Please note all selected components will be calculated with the same customer charge, usage charge, and minimum charge.

This step is used to setup how the sewer charges are to be calculated. The sewer charge is figured by starting with the customer charge, \$25.00 in our example. The average winter water usage is then run through the rate steps, \$1.00 per unit of 1,000 gallons in our example. Finally, the customer charge and usage charge are added then compared to the minimum. This example does not use the minimum charge so it is left as blank or \$0.00.



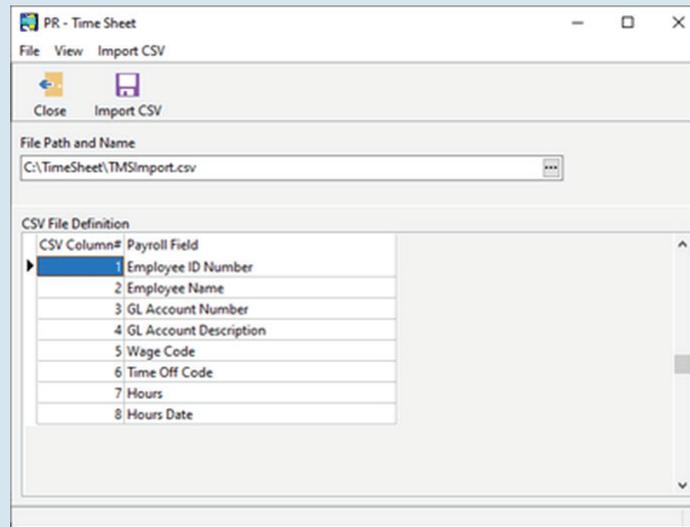
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## Time Sheet Comma Separated Value File Support

The PowerManager Time Sheet application is used to import employee hours worked, General Ledger (GL) account numbers, wage codes, time off hours taken, and time off codes.

Time Sheet can import these values from spreadsheet and comma separated value (csv) file types. Time Sheet is found on the PowerManager main menu by selecting Payroll – Processing – Time Sheet.

The most recent addition to the Time Sheet application is the ability to import values from a comma separated value file. This change came about when a new PowerManager Payroll user wished to integrate Payroll with their existing



Time and Attendance software and hardware provided by Time Management Systems (TMS). See more about TMS by [clicking here](#). This addition also opens the door for other third-party time and attendance vendors to integrate with PowerManager.

TMS can configure its system to output PowerManager

employee ID codes, wage codes, time off codes, GL account numbers, and hours and dates worked or taken off in a csv file. PowerManager's Time Sheet application has a user-configured csv file import screen.

*For Value Support Plan users*

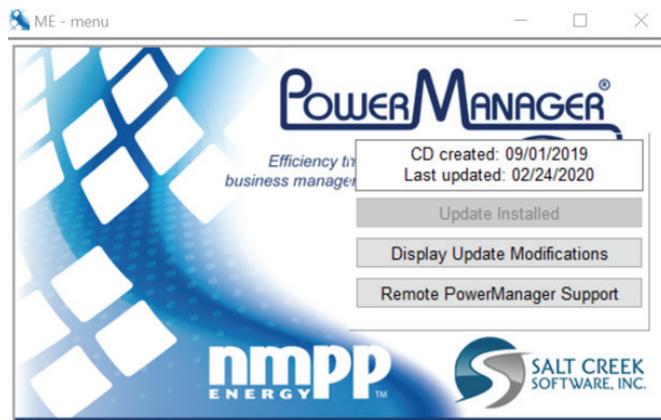
## Ensure your software is up to date...

For Value Support Plan users, ensure your PowerManager software is up to date:

- Log into PowerManager and click on “About”
- Does your screen show these dates for “CD Created” and “Last Updated”? Please call for support if you have any questions or if you need help updating PowerManager.

### If you are not on the Value Support Plan...

If you would like more information about the support plan, contact Nicole Kubik at (800) 234-2595 ext. 237 or [nkubik@nmppenergy.org](mailto:nkubik@nmppenergy.org).



# How-to Session: Calculate customer amounts

cont. from pg. 3...

This step allows you to calculate, edit, and delete (Ctrl-Delete) customers whose amounts are to be changed. Click on the Calculate button to select customers then calculate the new sewer charges. Use customer selection filtering on the status field with a value of 0 to only select active customers. Once the sewer amounts are calculated they can be reported on and edited. This is the only place to print the report that has both old and new amounts. The work file contents will be kept when the application is exited. Use the next button to advance to the work file contents after re-entering the application. Print your report that has your old and new amounts. Click the Post Amts button to assign the new sewer charges to customers.

Route	AcctNr	CustNr	Name	AvgUse	AvgAmt	OldAmt	NewAmt
1	20	1	CUSTER FEDERAL S	45.25	\$3.00		\$70.25
1	860	6	L & W TIRE SERVIC	\$1.25	\$2.65	\$2.85	\$76.25
1	1035	7	KEYSTONE WHOLE	473.5	\$14.47	\$19.15	\$498.50
2	1395	24	KEYSTONE BOOKS'	2.75	\$2.40		\$27.75
2	2380	190	BIRNIE/YANTZIE UI	23	\$2.40		\$48.00
2	2430	31	CITY CAFE	184	\$8.36	\$8.45	\$209.00
2	2610	32	JOHNSON, KELLY I	28	\$4.80		\$53.00
3	2760	33	BARB WELLS	36.75	\$2.44	\$4.05	\$61.75
3	2760	249	George Washingto	0	\$2.40		\$25.00
3	2910	35	MISTI CHRISTENSE	33	\$2.40		\$58.00
3	3050	36	CLYDE ARNOLD	54.25	\$3.28	\$3.30	\$79.25
3	3050	250	John Adams	0	\$2.40		\$25.00
3	3230	179	MIKE GARNER	43.75	\$2.40	\$2.75	\$68.75
3	3470	38	DAVID JAMES	55.25	\$2.81	\$3.50	\$80.25
3	3470	254	Andrew Jackson	0	\$0.00		\$25.00
3	3580	39	C. STEVE MARCHE	29.5	\$2.40		\$54.50



## Tentative Events Calendar

### 2020 PowerManage Training Conference

**Aug. 4-6**, Elkhorn Valley Bank Community Room, Wayn, Neb.

**Aug. 11-13**, Holiday Inn Express, North Platte, Neb.

**Oct. 5-6**, NMPP Energy Office Building, Lincoln, Neb.

**Oct. 13-14**, NMPP Energy Office Building, Lincoln, Neb.

### 2020 PMUG Annual Conference

**Sept. 16-18**, Best Western Plus, Bloomington, Minn.

## POWERMANAGER® Contacts

### Salt Creek Software:

**Mitch Mullins**

**Mitch Dahl**

**Stan Reinke**

Phone: (402) 476-7115

[mmullins@SaltCreek.com](mailto:mmullins@SaltCreek.com)

[mdahl@SaltCreek.com](mailto:mdahl@SaltCreek.com)

[sreinke@SaltCreek.com](mailto:sreinke@SaltCreek.com)

### NMPP Energy

**Nicole Kubik**

Phone: (800) 234-2595 ext. 237

[nkubik@nmppenergy.org](mailto:nkubik@nmppenergy.org)

## 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)

### Nebraska Interactive

Online payment processing

[www.nebraska-interactive.com](http://www.nebraska-interactive.com)