



# *Utilit-e Insight* Class Schedule February 2009 – December 2009

This represents the 2009 training schedule for *Utilit-e Insight*. All classes will be offered as Webinars via remote access, with the exception of the report writing classes. The training sessions will be recorded, in order to be available to the attendees the day following the class. This is beneficial as the recording can be used as needed. By offering these classes via Webinar it will provide the utility with the opportunity to allow more of the staff to participate plus the added value of using the recorded session over and over. The connection fee has also been eliminated as of January 1, 2009. This will allow additional attendees to participate from their desks and individually as needed. The registration fee for the training webinars is included with the Annual Support Agreement.

There are times when utilities have training needs that aren't specifically accommodated by the standard class offerings. PCS is willing and committed to help each utility with its training needs. In an effort to do so, PCS will work with any utility or group of utilities to devise specific classes tailored to the specific needs of a utility or group. Custom designed classes can be offered via Webinar, onsite or at PCS based on what best fits the needs of the utility or group. Such classes are handled as a request card.

Class schedules, outlines and registration forms are posted on the PCS Web site at [www.pcsc.com](http://www.pcsc.com).

## ***Utilit-e Insight What's New in Release 2.7***

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This webinar will cover the changes and enhancements made to the *Utilit-e Insight* application in Release 2.7. This release was discussed during the 2008 Annual User Group Meeting and was first made available in December 2008. Release 2.7 will be deployed to all clients during the first part of 2009. A partial list of changes to be covered in this webinar include; how entry to prior and future periods has been enhanced, a template feature in Accounts Payable for handling recurring vouchers, a new allocation process in General Ledger and the ability to re-open a work order for late charges. Attend the webinar for a full list of the enhancements.

- **Prerequisite:** There are no prerequisites for this webinar.
- Wednesday, February 11, 2009.
- Anticipated class length is approximately 2 hours.

## ***Utilit-e Insight Using Select Option on Reports***

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*Utilit-e Insight* comes with over 400 standard reports. Each of these reports can be filtered for subsets of data. For example, a General Ledger detail report could be run for every historical transaction in the database. But Selects can be applied to look at only specific time periods, specific General Ledger accounts, specific funds or sectors, specific account types, etc. This webinar will focus on two areas. One will be how to use existing selects to filter the data a user wants to see. The second area, and the one that will be the primary focus, is how to add personal selects that currently are not attached to a report. For example, a user is running an Accounts Payable report for expenses greater than \$5,000. A select for "amount" could be added to an Accounts Payable report, and when that report is run, simply enter the dollar limit to report on.

- **Prerequisite:** *Utilit-e Insight* – completed installation and implementation training.
- Tuesday, April 14, 2009.
- Anticipated class length is approximately 2 hours.

### **Utilit-e Insight Payroll and Transportation Allocations**

A popular webinar topic in previous years has been Payroll Allocations. We are offering that session again and including Transportation Allocations as well. Payroll Allocations generally include payroll related expenses such as benefit accruals and company paid expenses, and the “spread” of those expenses to the General Ledger accounts, work orders and projects that employees charged time to during the month. Different allocation methods will be covered and how these are calculated each month. Transportation Allocation is the process of accumulating transportation costs such as fuel, repairs, depreciation, etc. that are normally charged to a clearing account, and spreading those costs to the General Ledger accounts, work orders and projects that have vehicle usage recorded during the month.

- **Prerequisite:** *Utilit-e Insight* – completed installation and implementation training.
- Wednesday, May 13, 2009.
- Anticipated class length is approximately 2 hours.

### **Utilit-e Insight Month End Closing Procedures**

This webinar will cover the suggested processes and steps to close the period in *Utilit-e Insight*. Closing the month is often thought of as a General Ledger function, but as you know, in *Insight* each module has its own closing procedure, with GL being the last module to be closed. The recommended procedures will be covered for balancing subsidiary ledgers to the GL and the things to verify prior to closing each module.

- Prerequisite: *Utilit-e Insight* – completed installation and implementation training.
- Wednesday, July 8, 2009.
- Anticipated class length is approximately 2 hours.

### **Utilit-e Insight Project Costing – Expanding Management Information**

Project Costing is a *Utilit-e Insight* module that many clients do not use, yet it offers some simple but powerful methods for tracking specific cost activities. In the past, companies have had to set up one or more General Ledger accounts to track a specific activity. The disadvantage of this is these activities only lasted a short period of time, and the need to dig through invoices or time sheets to get a detailed breakdown of that GL account is still there. By setting up a project rather than a GL account, keeps the chart of accounts clean, and Project Costing has the ability of setting up individual tasks for keeping track of the cost breakdown. This provides instant access to that level of information within the system, often eliminating the need to dig through paper invoices and time sheets.

- **Prerequisite:** *Utilit-e Insight* – completed installation and implementation training.
- Wednesday, August 19, 2009.
- Anticipated class length is approximately 1 hour.

### **Utilit-e Insight Capital Credits Retirement Process**

This webinar will go through the Capital Credits Retirement Process. The main focus will be on the general retirement, but time will also be spent discussing how to handle an estate retirement. *Utilit-e Insight* Capital Credits offers options for sending retirement amounts to the *Utilit-e Connect* billing application rather than producing a retirement check and these options will be discussed.

- **Prerequisite:** *Utilit-e Insight* – completed installation and implementation training and Capital Credits module completed installation, implementation and training.
- Wednesday, October 21, 2009.
- Anticipated class length is approximately 2 hours.

### **Utilit-e Insight Work Order Close to Plant/Assets**

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One of the primary purposes of the *Utilit-e Insight* Work Orders module in the past was to close work orders to CPR's for the rural electric cooperative. Early in 2008, PCS made significant enhancements to the Work Order module to allow a utility, other than a cooperative, to close work order cost to plant whether it is mass units using the Plant Assets or distinct individual assets using the Fixed Assets module. This webinar will cover both situations, as well as the ability to close a work order and expense any costs that may have been charged to a work in process account, rather than capitalizing those costs.

- **Prerequisite:** *Utilit-e Insight* – completed installation and implementation training.
- Tuesday, November 10, 2009.
- Anticipated class length is approximately 2 hours.

### **Utilit-e Insight Payroll – W-2's and 1099's**

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This process can change from year to year due to IRS changes and form changes. The goal of this class will be to update the participants on new features and review the processes that need to be completed in order to properly produce the W-2 and 1099-MISC forms from *Insight*.

- **Prerequisite:** *Utilit-e Insight* – completed installation and implementation training.
- Wednesday, December 16, 2009.
- Anticipated class length is approximately 2 hours.

## **General Information**

### **Registration information:**

For registration materials, contact Dana Ingerslev at 888-843-3106 or by e-mail at danai@pcsko.com. Please note the class size will be limited to 12 participants. Deadline for registration is 30 days prior to class. PCS reserves the right to cancel any class due to low participation.

### **Payment:**

The Annual Support Agreements provide the opportunity for clients to attend training classes at PCS or via webinar when available for 2009 and attendance at the Annual User Group Meeting at no additional charge. The regularly published classes listed in the training schedule and on the PCS Website are included. Implementation training is not included.

Microsoft Excel training is not included with the Annual Support Agreements. Payment for the Microsoft Excel training must be received two weeks prior to the training.

### **Cancellation Policy:**

Cancellations must be received one week prior to training when held at the PCS office. Remote classes must be cancelled one day prior to the scheduled training.

### **Failure to Cancel:**

Registrants failing to cancel prior to the start of the event are subject to a \$25 cancellation fee. Fee assessment will be on a case-by-case basis in the event of unavoidable personal or business related emergencies.

All requests for refunds must be sent in writing by fax, letter or e-mail to Dana Ingerslev.

### **Substitutions:**

Substitutions for a prepaid registration may be made at anytime up to the beginning of the event. When making a substitution, please specify class and person for whom the substitution is being made.

### **Class Materials:**

PCS will provide one copy of all materials needed for class. The PCS training materials will be accessible via the PCS Website and clients will have the ability to download and print as many copies as needed before or after the training classes.