Civic Systems
23rd Annual Symposium
Session Agenda by Track

Sessions have been segregated into five (5) tracks – Financial, Payroll, Utility Billing, Miscellaneous, and New User. The following are the sessions for each track.

Please note: All times are Central Standard Time (CST).

Date / Time	Session
NEW USER	
Monday, Sept 11 (Virtual)	
8:30 – 10:00	General Ledger – New User
10:30 – 12:00	Accounts Payable – New User
12:30 – 4:00	Payroll – New User *(double-session)*
Tuesday, Sept 12 (Virtual)	
8:30 – 12:00	Utility Billing – New User *(double-session)*
12:30 – 2:00	Accounts Receivable – New User
FINANCIALS	
Thursday, Sept 14 (In-Person)	
10:00 – 11:00	Advanced miViewPoint
11:15 – 12:30	miExcel
1:45 – 3:00	General Ledger Month End
3:15 – 4:15	Troubleshooting miViewPoint
Friday, Sept 15 (In-Person)	
8:30 – 9:30	Reporting – Financial Modules
9:45 – 10:45	Journal Entries
11:00 – 12:00	Prepping for Audit
PAYROLL	
Thursday, Sept 14 (In-Person)	
10:00 – 11:00	Managing Employee Records
11:15 – 12:30	miPay and Open Enrollment
1:45 – 3:00	miTime
3:15 – 4:15	Pay Codes
Friday, Sept 15 (In-Person)	
8:30 – 9:30	Payroll Reporting and Electronic Filing
9:45 – 10:45	Leave Time
11:00 – 12:00	Payroll General Troubleshooting
UTILITY BILLING	
Thursday, Sept 14 (In-Person)	
10:00 – 11:00	Managing Customer Records
11:15 – 12:30	Utility Billing Reporting and Report Writer
1:45 – 3:00	Meter Management
3:15 – 4:15	Balancing Utility Billing to the General Ledger
Friday, Sept 15 (In-Person)	
8:30 – 9:30	Managing Delinquents and Collections
9:45 – 10:45	Tax Certification
11:00 – 12:00	Service Orders and Maintenance Orders

MISCELLANEOUS TRACK next page.

MISCELLANEOUS	
Thursday, Sept 14 (In-Person)	
10:00 – 11:00	Community Portal
11:15 – 12:30	Laserfiche
1:45 – 3:00	Ontech
3:15 – 4:15	Building Permits and Code Enforcement
Friday, Sept 15 (In-Person)	
8:30 – 9:30	Tips and Tricks – All Modules
9:45 – 10:45	Cash Receipting
11:00 – 12:00	Community Portal *(repeat)*