

# Civic Systems 24<sup>th</sup> 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
<b>NEW USER</b>	
<b>Monday, Sept 9 (Virtual)</b>	
8:30 – 10:00	General Ledger – New User
10:30 – 12:00	Accounts Payable – New User
12:30 – 4:00	Payroll – New User ( <i>double-session</i> )
<b>Tuesday, Sept 10 (Virtual)</b>	
8:30 – 12:00	Utility Billing – New User ( <i>double-session</i> )
12:30 – 2:00	Accounts Receivable – New User
<b>FINANCIALS</b>	
<b>Thursday, Sept 12 (In-Person)</b>	
10:00 – 11:00	Bank Reconciliation
11:15 – 12:30	New miViewPoint Features
11:15 – 12:30	miExcel/Civic Connect
1:45 – 3:00	Prepping for Audit I
3:15 – 4:15	Prepping for Audit II
3:15 – 4:15	Journal Entries
<b>Friday, Sept 13 (In-Person)</b>	
8:30 – 9:30	Troubleshooting miViewPoint
9:45 – 10:45	miExcel/Civic Connect
11:00 – 12:00	Budgeting
<b>PAYROLL</b>	
<b>Thursday, Sept 12 (In-Person)</b>	
10:00 – 11:00	Pay Codes and Calculations
10:00 – 11:00	Managing Employee Records
11:15 – 12:30	Troubleshooting miPay/Open Enrollment
1:45 – 3:00	Payroll Reporting
3:15 – 4:15	miExcel Payroll
<b>Friday, Sept 13 (In-Person)</b>	
8:30 – 9:30	Payroll General Troubleshooting
9:45 – 10:45	Pay Codes and Calculation <b>**REPEAT SESSION**</b>
9:45 – 10:45	Managing Employee Records <b>**REPEAT SESSION**</b>
11:00 – 12:00	Troubleshooting miTime
<b>UTILITY BILLING</b>	
<b>Thursday, Sept 12 (In-Person)</b>	
10:00 – 11:00	Meter Management
11:15 – 12:30	Managing Customer Records I
1:45 – 3:00	Managing Customer Records II
3:15 – 4:15	Service Orders
<b>Friday, Sept 13 (In-Person)</b>	
8:30 – 9:30	NSF Checks/Payment Adjustment Options
9:45 – 10:45	Tax Certification
11:00 – 12:00	Utility Billing Reporting and Report Writer

**MISCELLANEOUS TRACK** next page.

<b>MISCELLANEOUS</b>	
<b>Thursday, Sept 12 (In-Person)</b>	
10:00 – 11:00	Cash Receipting
11:15 – 12:30	System Management
1:45 – 3:00	Reporting (all modules)
1:45 – 3:00	Building Permits/Citizen Portal
3:15 – 4:15	Citizen Portal Generic Module
<b>Friday, Sept 13 (In-Person)</b>	
8:30 – 9:30	Tips and Tricks (all modules)
8:30 – 9:30	Report Writer (all modules)
9:45 – 10:45	Citizen Portal
11:00 – 12:00	Excel