

Civic Systems 22nd Annual Symposium

Session Agenda

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	Track
Monday, Sept 12 (Virtual Only)		
8:30 – 10:00	General Ledger – New User	New User
10:30 – 12:00	Accounts Payable – New User	New User
12:30 – 4:00	Payroll – New User (<i>double-session</i>)	New User
Tuesday, Sept 13 (Virtual Only)		
8:30 – 12:00	Utility Billing – New User (<i>double-session</i>)	New User
12:30 – 2:00	Accounts Receivable – New User	New User
Thursday, Sept 15 (In-Person and Virtual)		
8:30 – 9:45	<i>Registration and Breakfast (In-Person)</i>	
10:00 – 11:00	Basic miExcel and Excel	Financial
	miPay	Payroll
	Managing Customer Records	Utility Billing
	System Management	Miscellaneous
11:15 – 12:30	Journal Entries	Financial
	miTime	Payroll
	Tax Certification	Utility Billing
	Moving to the Cloud	Miscellaneous
12:30 – 1:30	<i>Lunch (In-Person)</i>	
1:45 – 3:00	Bank Reconciliation	Financial
	Leave Time	Payroll
	Utility Billing Report Writer	Utility Billing
	General Tips and Tricks	Miscellaneous
3:15 – 4:15	Advanced miViewPoint	Financial
	Reporting – Payroll Module	Payroll
	Meter Management	Utility Billing
	Managing in a Rising Interest Environment – Tips for Local Government	Miscellaneous
Friday, Sept 16 (In-Person and Virtual)		
7:15 – 8:15	<i>Breakfast (In-Person)</i>	
8:30 – 9:30	Budgeting	Financial
	Balancing Utility Billing to the General Ledger	Financial and Utility Billing
	miExcel Payroll	Payroll
	Building Permits and Code Enforcement	Miscellaneous
9:45 – 10:45	Reporting – Financial Modules	Financial
	Pay Codes	Payroll
	Service Orders and Maintenance Orders	Utility Billing
	Community Portal	Miscellaneous
11:00 – 12:00	Advanced miExcel and Excel	Financial
	Managing Employee Records	Payroll
	Reporting – Utility Billing Module	Utility Billing
	Business Licenses and Animal Licenses	Miscellaneous