

Civic Systems

22nd 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
FINANCIALS	
Thursday, Sept 15 (In-Person and Virtual)	
10:00 – 11:00	Basic miExcel and Excel
11:15 – 12:30	Journal Entries
1:45 – 3:00	Bank Reconciliation
3:15 – 4:15	Advanced miViewPoint
Friday, Sept 16 (In-Person and Virtual)	
8:30 – 9:30	Budgeting
8:30 – 9:30	Balancing Utility to the General Ledger
9:45 – 10:45	Reporting – Financial Modules
11:00 – 12:00	Advanced miExcel and Excel
PAYROLL	
Thursday, Sept 15 (In-Person and Virtual)	
10:00 – 11:00	miPay
11:15 – 12:30	miTime
1:45 – 3:00	Leave Time
3:15 – 4:15	Reporting – Payroll Module
Friday, Sept 16 (In-Person and Virtual)	
8:30 – 9:30	miExcel Payroll
9:45 – 10:45	Pay Codes
11:00 – 12:00	Managing Employee Records
UTILITY BILLING	
Thursday, Sept 15 (In-Person and Virtual)	
10:00 – 11:00	Managing Customer Records
11:15 – 12:30	Tax Certification
1:45 – 3:00	Utility Billing Report Writer
3:15 – 4:15	Meter Management
Friday, Sept 16 (In-Person and Virtual)	
8:30 – 9:30	Balancing Utility to the General Ledger
9:45 – 10:45	Service Orders and Maintenance Orders
11:00 – 12:00	Reporting – Utility Billing Module
MISCELLANEOUS	
Thursday, Sept 15 (In-Person and Virtual)	
10:00 – 11:00	System Management
11:15 – 12:30	Moving to the Cloud
1:45 – 3:00	General Tips and Tricks
3:15 – 4:15	Managing in a Rising Interest Environment – Tips for Local Government
Friday, Sept 16 (In-Person and Virtual)	
8:30 – 9:30	Building Permits and Code Enforcement
9:45 – 10:45	Community Portal
11:00 – 12:00	Business Licenses and Animal Licenses

Date / Time	Session
NEW USER	
Monday, Sept 12 (Virtual Only)	
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>)
Tuesday, Sept 13 (Virtual Only)	
8:30 – 12:00	Utility Billing – New User (<i>double-session</i>)
12:30 – 2:00	Accounts Receivable – New User