

# Civic Systems

## 23<sup>rd</sup> 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
<b>Monday, Sept 11 (Virtual Only)</b>		
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
<b>Tuesday, Sept 12 (Virtual Only)</b>		
8:30 – 12:00	Utility Billing – New User ( <i>double-session</i> )	New User
12:30 – 2:00	Accounts Receivable – New User	New User
<b>Thursday, Sept 14 (In-Person Only)</b>		
8:30 – 9:45	<i>Registration and Breakfast (In-Person)</i>	
10:00 – 11:00	Advanced miViewPoint	Financial
	Managing Employee Records	Payroll
	Managing Customer Records	Utility Billing
	Community Portal	Miscellaneous
11:15 – 12:30	miExcel	Financial
	miPay and Open Enrollment	Payroll
	Utility Billing Reporting and Report Writer	Utility Billing
	Laserfiche	Miscellaneous
12:30 – 1:30	<i>Lunch (In-Person)</i>	
1:45 – 3:00	General Ledger Month End	Financial
	miTime	Payroll
	Meter Management	Utility Billing
	Ontech	Miscellaneous
3:15 – 4:15	Troubleshooting miViewPoint	Financial
	Pay Codes	Payroll
	Balancing Utility Billing to the General Ledger	Utility Billing
	Building Permits and Code Enforcement	Miscellaneous
<b>Friday, Sept 15 (In-Person Only)</b>		
7:15 – 8:15	<i>Breakfast (In-Person)</i>	
8:30 – 9:30	Reporting – Financial Modules	Financial
	Payroll Reporting and Electronic Filing	Payroll
	Managing Delinquents and Collections	Utility Billing
	Tips and Tricks – All Modules	Miscellaneous
9:45 – 10:45	Journal Entries	Financial
	Leave Time	Payroll
	Tax Certification	Utility Billing
	Cash Receipting	Miscellaneous
11:00 – 12:00	Prepping for Audit	Financial
	Payroll General Troubleshooting	Payroll
	Service Orders and Maintenance Orders	Utility Billing
	Community Portal ( <i>repeat</i> )	Miscellaneous