

Civic Systems 25th 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 8 (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 9 (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 11 (In-Person Only)		
8:30 – 9:45	<i>Registration and Breakfast (In-Person)</i>	
9:15 – 10:00	<i>Opening Session</i>	
10:15 – 11:15	Cash Receipting	Miscellaneous
	Pay Codes and Calculations	Payroll
	Bank Reconciliation	Financial
	Managing Customers I	Utility Billing
	Reporting – All Modules	Miscellaneous
11:30 – 12:30	Managing Customers II	Utility Billing
	miViewPoint Basic	Financial
	Citizen Portal – Accounts Receivable	Miscellaneous
	Payroll Reporting	Payroll
	Managing Employee Records	Payroll
12:30 – 1:30	<i>Lunch (In-Person)</i>	
1:45 – 3:00	Tips & Tricks	Miscellaneous
	Payroll General Troubleshooting	Payroll
	Report Writer – All Modules (<i>Repeated Later</i>)	Miscellaneous
	Cash Allocations	Financials
	NSF Checks & Payment Adjustments	Utility Billing
3:15 – 4:15	miViewPoint Accounts Receivable & Cash Receipting	Financial
	Service Orders	Utility Billing
	Citizen Portal Building Permits	Miscellaneous
	miExcel/Civic Connect	Financial
	Leave Time	Payroll
Friday, Sept 12 (In-Person Only)		
7:15 – 8:15	<i>Breakfast (In-Person)</i>	
8:30 – 9:30	Troubleshooting miPayOnline with Open Enrollment	Payroll
	Citizen Portal Utility Payments	Utility Billing
	Meter Management	Utility Billing
	Budgeting	Financial
	Forms – All Modules	Miscellaneous
9:45 – 10:45	Troubleshooting miTime	Payroll
	Year End Accounts Payable & General Ledger	Financials
	Citizen Portal – Interactive Web Forms	Miscellaneous
	miExcel Payroll	Payroll
	Utility Billing Reports and Report Writer	Utility Billing
11:00 – 12:00	Journal Entries	Financial
	miViewPoint Accounts Payable	Financial
	Year End Payroll	Payroll
	Tax Certification	Utility Billing
	Report Writer – All Modules (<i>Duplicate Session</i>)	Miscellaneous