

Civic Systems

25th 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
NEW USER	
Monday, Sept 8 (Virtual)	
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 9 (Virtual)	
8:30 – 12:00	Utility Billing – New User (<i>double-session</i>)
12:30 – 2:00	Accounts Receivable – New User
FINANCIALS	
Thursday, Sept 11 (In-Person)	
10:15 – 11:15	Bank Reconciliation
11:30 – 12:30	miViewPoint Basic
1:45 – 3:00	Cash Allocations
3:15 – 4:15	miViewPoint Accounts Receivable & Cash Receipting
3:15 – 4:15	miExcel/Civic Connect
Friday, Sept 12 (In-Person)	
8:30 – 9:30	Budgeting
9:45 – 10:45	Year End Accounts Payable & General Ledger
11:00 – 12:00	Journal Entries
11:00 – 12:00	miViewPoint Accounts Payable
PAYROLL	
Thursday, Sept 11 (In-Person)	
10:15 – 11:15	Pay Codes and Calculations
11:30 – 12:30	Payroll Reporting
11:15 – 12:30	Managing Employee Records
1:45 – 3:00	Payroll General Troubleshooting
3:15 – 4:15	Leave Time
Friday, Sept 12 (In-Person)	
8:30 – 9:30	Troubleshooting miPayOnline with Open Enrollment
9:45 – 10:45	Troubleshooting miTime
9:45 – 10:45	miExcel Payroll
11:00 – 12:00	Year End Payroll
UTILITY BILLING	
Thursday, Sept 11 (In-Person)	
10:15 – 11:15	Managing Customers I
11:30 – 12:30	Managing Customers II
1:45 – 3:00	NSF Checks & Payment Adjustments
3:15 – 4:15	Service Orders
Friday, Sept 12 (In-Person)	
8:30 – 9:30	Citizen Portal – Utility Payments
9:45 – 10:45	Meter Management
9:45 – 10:45	Utility Billing Reporting and Report Writer
11:00 – 12:00	Tax Certification

MISCELLANEOUS TRACK next page.

MISCELLANEOUS	
Thursday, Sept 11 (In-Person)	
10:15 – 11:15	Cash Receipting
10:15 – 11:15	Reporting – All Modules
11:30 – 12:30	Citizen Portal – Accounts Receivable
1:45 – 3:00	Tips & Tricks
1:45 – 3:00	Report Writer – All Modules (<i>Repeated Later</i>)
3:15 – 4:15	Citizen Portal – Building Permits
Friday, Sept 12 (In-Person)	
8:30 – 9:30	Forms – All Modules
9:45 – 10:45	Citizen Portal – Interactive Web Forms
11:00 – 12:00	Report Writer – All Modules (<i>Duplicate Session</i>)