

PRODUCTS AVAILABLE

The software products available for selection include:

Accounts Payable

Review, approve, verify and validate invoices while ensuring maximum use of vendor terms and discounts.

miExcel AP

Allows for easy import of expenses such as P Card information from the bank without reentering it manually.

Purchase Orders

Enter requisitions by department and employee for approval. Purchase orders are integrated with the accounts payable module for invoice payment. Enhance this with our workflow tool.

Check on Demand

Quickly process a payment without setting up vendor information or writing a manual check.



Accounts Receivable

Manage customer accounts, invoicing, billing and payments with the Accounts Receivable module. You can create an unlimited number of billing categories with ease and flexibility.

Animal License

Allows easy tracking and maintenance of records such as owners, animals and license status. Interfaces with Cash Receipting.

Business License

Provides an easy way to track the active license status of businesses. Interfaces with Cash Receipting.

Business Tax Collection

This module is designed for any city that needs to manage tax returns submitted by licensed businesses that collect taxes. The direct interface between Business Tax and Business License allows information for businesses and owners to be shared. Business Tax Collection streamlines the process of creating, filing, and tracking your tax returns. Generate tax forms to send to your businesses and keeps track of businesses that have not filed on time.

Building Permits

Provides an easy way to generate and track the active license status of individuals. Interfaces with Cash Receipting and Business Licenses.

Code Enforcements

Easily create inspections schedules and checklists and provides the capability to charge fees, issue notices, schedule inspections for violation and escalate tracked complaints to violations.

Planning and Zoning

Record and track information based on each project type, customize data-entry routines for each stage of a project, organize parcels into units with designated units and contracts related to specific projects and import/update property information from electronic files.

Cash Receipting

From point of payment to the bank deposit, the cash receipting system provides user friendly daily cash control. This software registers and prints all receipts from individual workstations with full descriptions, distributions, change due and account balance.

Cash Receipting Import

Civic will establish an import file from your cash receipting to input customer payments.

Check Validation

Generates a search from the point-of-sale terminal to verify the customer's check is valid.

Cemetery Management

Organizes and maintains records such as lot owners and vacant locations.

General Ledger

Quickly and easily enter, inquire, review and report important financial information. Pre-defined journal entries, online management tools, customized reports, previous history and tracking project costs over multiple years are a few of the features you'll enjoy using.

miExcel GL

This module provides a direct connection to GL through Excel. Importing budgets, importing JE's and building custom reports has never been so easy.

Health and Human Services

Includes CARS reporting and eWiSACWIS.

Human Resources

Provides you the ability to track and manage your employees or potential employees from recruitment to retirement. This application is designed for organizations of all sizes that have a separate HR director and that want a reliable way to keep track of sensitive employee information in an electronic format.

Improvement Districts (Special Assessments)

Track and bill property assessments and payments for your community with ease and efficiency. Program will maintain property and assessment information, assessment balances with user-definable date payoff option, billable interest, payment allocations and special fee information such as prepayment, late or delinquent fees. In addition, the user can track all bond information related to the assessment.

miViewPoint Dashboard Reporting Tool

Gain real time access to pertinent financial, payroll, accounts payable and utility billing information on a browser look and feel with no training required and no limit on the number of system users.

miAP/ Req and PO workflow

It doesn't matter if your AP process starts at a central location, within each department or both you will find our workflow system can handle your needs. Items are scanned and can be attached to multiple predefined customized workflow processes based on the department it is for, the dollar amount or a combination of both. Invoices can be coded at any step of the way through the final approval and once the final approval is made the images get attached into Account Payment and into miViewPoint for easy look up. If you are using Requisitions and Purchase Orders they can be handled within the workflow process also.

miBudget

Allows for Department Head budget entry with access to account information and previous budgets to actual. Budgets can be entered by line item and attachments and notes can be added. Once submitted the budget goes through a predefined workflow for approval.

miUtility Inquiry Portal

Access real-time resident information from any utility service address, including interface to GoogleMaps.

Payroll

Easy payroll processing and development of your own customized, comprehensive employee information system. Federal and state government reporting requirements are complied with while providing complete fund and departmental allocations.

ACA Reporting

The ACA module will produce the following items:

- 1094-B (Transmittal of Health Coverage Information Returns)
- 1095-B (Health Coverage)
- 1094-C (Transmittal of Employer Provided Health Insurance Offer)
- 1095-C (Employer-Provided Health Insurance Offer and Coverage)
- Data grid to complete information for dependents and health plans
- Hourly look back reports to show average hours worked
- XML file to electronically submit information

Direct Deposit

Electronically transfer employee earnings to banking accounts.

Electronic Submittals

Create electronic submittals for your W2's and 1099's.

miPay

Allow employees to go paperless with their paystubs and W-2's. Employees can log in with user name and password from any computer with internet access to view their current and past paystubs and W-2's. Employees also have self service capabilities like filling out forms for a change of address or W-4 withholdings. Employees can also input time off requests which notifies their manager for approval or denial.

miTime

Allow employees to enter payroll hours over the web. Submitted time then goes through a predefined approval process to ensure accuracy. This module can eliminate the paper headache of the payroll process.

miExcel PR

Allows individuals or departments to fill out excel based time sheets electronically to import seamlessly into timekeeping or directly into payroll along with providing the ability to import files from a time clock system. This module eliminates re-keying hours and provides additional functionality such as importing of steps and grades from Excel, easily update pay schedules from Excel, along with providing export capabilities for Rates, Pay Codes, GL by pay periods and benefit info.

Timekeeping

Interfaces with Payroll and Project Management. Employee time, plus equipment and overhead, can be charged to a specific project.

Project Accounting

Designed specifically for municipalities and utilities, helps manage large projects by assembling cost centers such as equipment, labor, materials and direct charges. Interfaces with Timekeeping, Payroll, Materials Management, Cash Receipting, Accounts Payable, Accounts Receivable, General Ledger and Asset Management.

Asset Management

Developed with GASB No. 34 compliance in mind; maintains fixed assets, continuing property records and depreciation records. It interfaces with Accounts Payable and General Ledger.

Materials Management

Provides a complete inventory management system, creating a fully integrated job costing and management reporting system. Interfaces with Purchase Orders, Accounts Receivable, General Ledger, Asset Management and Project Management.

Utility Billing

A comprehensive customer information system designed to address the unique challenges faced by municipal utilities. Features such as rate calculation computation, multiple project meter data base, and consolidated master meters allow your utility to customize the product based on your needs.

ACH Direct Pay

Customers automatically pay their utility bills from their checking or savings account.

Backflow Management

Designed for the backflow technician or the administrative assistant in your organization's public works department who needs to track assemblies and testing results in addition to sending reminder notices.

Electronic Read Interface

Importing meter files is easy and hassle-free with the Electronic Read Interface. We are able to integrate all major hand held meter reading devices.

Energy Assistance

Energy Assistance allows you to simplify the billing process when accepting assistance payments. Display applied assistance amounts and any remaining balance on customer notices, and separates the assistance balance from the customer's overall balance due. This module also enables you to exclude customers from shutoff and penalties when you receive notice that they have been approved for assistance. Balance your assistance liability and provide the necessary reports to any controlling agencies with this module.

miExcel UB

Provides built in functions to easily update rates and services, change meters, export meter data and customer usage and provides revenue analysis functions.

Service Orders

Create service orders to assign specific, user defined tasks including final reads and meter replacements.

Mobile Service Orders

This module is an add on to service orders which allows service orders to be assigned and then completed in the field using your mobile device. The mobile device will receive notification if a service order is added and a map of where that service order is located will be present. Once items are completed it is updated to the service order application in the Caselle system. If you are using miViewPoint there will be a screen that shows you outstanding service orders along with a pin map of where those service orders are located.

Splitter

When utility bills are run a PDF of each customer's bill will be attached to each customer for easy viewing and printing at a later date. No more recalculating old bills when rates there are rate changes or Power Cost Adjustments.

Tax Certification

Easily produce tax certification notices for your delinquent customers and create a file to electronically send information to the appropriate agency.

Web Services for Online Bill Pay (Preferred Vendor Interface)

Interface with preferred vendor which provides customers with a direct bill payment option through a secure, robust Internet application. Ability for customers to opt out of paper billings, Utility bill payment, account review, inquiry features and service requests are all available. Interfaces with Cash Receipting for seamless bill payment option.