



October 28

6:00 - 8:00 pm
Welcome Reception

October 29

Main Ballroom
All Attendees

Room 2
Springbrook Express

Room 3
Springbrook Payroll

Room 4
Springbrook Finance

Room 5
Springbrook UB

Room 6
Springbrook Modules

Room 7
Payments

8:00 - 9:00 am | Kickoff

9:00 – 10:00 am
*Payroll Budgeting

9:00 – 10:00 am
*Payroll Fundamentals:
Employee & Utilities

9:00 – 10:30 am
*Procurement: Recs
& PO's

9:00 – 10:00 am
*New Clerk

9:00 – 10:00 am
*Tableau: Practical
Examples

9:00 – 10:00 am
Xpress Bill Pay from
the Customer Side

10:00 – 11:00 am
*Understanding Payroll
Components

10:00 – 11:00 am
*Payroll Fundamentals:
Codes: Rate, Shift & More

10:30 am – 12:00 pm
*AP In Depth

10:00 – 11:00 am
*New Billing

10:00 – 11:00 am
*Cirrus Customer:
Cirrus in Action

10:00 -11:00 am
Xpress Bill Pay from
the Admin Side

11:00 am – 12:00 pm
New Cirrus HR Demo

11:00 am – 12:00 pm
*Implementing
Purchase Orders

11:00 am – 12:00 pm
*Payroll Fundamentals:
Deductions & More

11:00 am - 12:00 pm
*Payments &
Adjustments

11:00 am – 12:00 pm
*Springbrook Vendor
Class

12:00 – 1:00 pm | Lunch

1:00 – 2:00 pm
Make the Most of Your
Data with Reporting

1:00 – 2:00 pm
*Implementing Time
Sheets

1:00 – 2:00 pm
*Payroll Processing:
Computer checks & More

1:00 – 2:00 pm
*Internal Controls

1:00 – 2:00 pm
*Past Dues

1:00 – 2:00 pm
*Tableau Advanced
Reporting

1:00 – 2:00 pm
Xpress Bill Pay Forms
Builder

2:00 – 2:15 pm | Break

2:15 – 3:15 pm
*Troubleshooting Bank
Rec & GL Codes

2:15 – 3:15 pm
*Time Entry Options

2:15 – 3:15 pm
*Accounts
Receivable

2:15 – 3:15 pm
*New Feature:
Water Allocation

2:15 – 3:15 pm
*Springbrook Vendor
Class II

3:15 – 4:15 pm
*How to use Jobs &
Contracts

3:15 – 4:15 pm
*Timesheet approvals

3:15 – 4:15 pm
*Bank Reconciliation

3:15 – 4:15 pm
*Service Requests &
Meter Management

3:15 – 4:15 pm
*Cirrus Customer: All
About Migration

4:15 – 5:15 pm
New Cirrus HR Demo

4:15 – 5:15 pm
*Troubleshooting
Treasurer's Reports

4:15 – 5:15 pm
*Year End Updates

4:15 – 5:15 pm
*Cirrus Tips & Tricks

4:15 – 5:15 pm
*UB Round Table

4:15 – 5:15 pm
*Project Management

6:00 – 8:00 pm |
Halloween Party

*Indicates CPE-accredited course



October 30

Main Ballroom All Attendees	Room 2 Express	Room 3 Springbrook Payroll	Room 4 Springbrook Finance	Room 5 Springbrook UB	Room 6 Springbrook Modules	Room 7 Payments
9:00 - 10:00 am Breakfast: Cirrus Roadmap						
10:00 – 11:00 am *Cybersecurity: Need to know for 2024	10:00 – 11:00 am *Utility Billing Winter Average	10:00 – 11:00 am *FLSA & Overtime	10:00 am – 11:00 am *Advanced Budgeting	10:00 am – 11:00 am UB in Cirrus	10:00 – 11:00 am *Utilizing workflows	10:00 – 11:00 am Intro to Xpress Bill Pay
11:00 am – 12:00 pm *Crisis Communications	11:00 am – 12:00 pm *Utility Billing Setup & Verifying Rate Structures	11:00 am – 12:00 pm PR tips & Roundtable	11:00 am – 12:00 pm Cirrus Hands On	11:00 am – 12:00 pm UB Tips & Tricks & What's New	11:00 am – 12:00 pm *Cirrus Cashiering	11:00 am – 12:00 pm Xpress Bill Pay Forms Builder

12:00 – 1:00 pm | Lunch

*Indicates CPE-accredited course

NEW!

Private One-on-One Training Center | Second Floor

Tuesday, October 29

10:00 am – 5:00 pm
30-minute sessions

Wednesday, October 30

10:00 am – 12:00 pm
30-minute sessions

Sign up for one of our exclusive sessions and hone your Springbrook Express and Springbrook Enterprise skills!

Signups open shortly.