CIC Learning Labs

2026-2027 Offerings

Learning Labs Course Catalog

2026-2027

Explore Learning Labs by Product to find sessions for your role. Each entry includes the session description, topics, intended audience, and scheduled dates and times.

Cost for non-OLP subscribers is $100/hour.

Times are listed in Mountain Time (MT) and Central Time (CT).

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Accounts Payable

Accounts Payable Process

Description: Clerk staff will work through Accounts Payable from invoice entry and approval to payment selection, check generation, and the accounting update to the general ledger.

Topics

Invoice entry and approval
Payment selection and check generation
Accounting update to the general ledger
Intended Audience: Clerk

Date/Times Offered:

March 11, 2027 at 1:00-3:00 MT / 2:00-4:00 CT

September 23, 2027 at 1:00-3:00 MT / 2:00-4:00 CT

AP 1099 MISC, NEC, INT & G Year End Processing

Description: Clerk/Finance Office staff will complete the 1099 process by reviewing 1099 reports, printing 1099 forms, and creating the CSV file. They will also enter prior-year invoices.

Topics

1099 Year-End Setup
1099 Processing Steps
Printing 1099s
Prior Year Invoice Entry
Intended Audience: Clerk

Date/Times Offered:

January 5, 2027 9:00-11:00 MT / 10:00-12:00 CT

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Budgetary

Daily Statement Balancing, Bank Rec

Description: Treasurer staff will process the day's banking activity in CIC and reconcile bank records to the actual statement. The session covers daily statement balancing, bank updates, and outstanding checks, deposits, and wires.

Topics

Daily banking transactions and statement balancing
Bank account updates in CIC
Outstanding checks, deposits, and wires in bank reconciliation
Intended Audience: Treasurer

Date/Times Offered:

November 17, 2026 at 9:00-11:00 MT / 10:00-12:00 CT

Create / Process Non-Check Disbursements

Description: Clerks and treasurers will use Budgetary Fund Accounting to process non-check disbursements, maintain transfers and corrections, import and process refunds and rebates, and review hand-check processing.

Topics

Maintain Transfers & Corrections
Import/Process Refunds & Rebates
Hand Checks
Intended Audience: Clerk / Treasurer

Date/Times Offered:

February 2, 2027 at 1:00-3:00 MT / 2:00-4:00 CT

August 10, 2027 at 1:00-3:00 MT / 2:00-4:00 CT

Miscellaneous Disbursement Checks

Description: Clerks and treasurers will create and process miscellaneous disbursement checks in Budgetary Fund Accounting.

Topics

Miscellaneous Disbursements
Intended Audience: Clerk / Treasurer

Date/Times Offered:

March 25, 2027 at 9:00-11:00 MT / 10:00-12:00 CT

August 19, 2027 at 1:00-3:00 MT / 2:00-4:00 CT

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Treasurer Wires & Transfers

Description: Treasurer staff will create and void treasurer wires and checks in Budgetary Fund Accounting.

Topics

Create Treasurer Wires & Checks
Void Treasurer Wires & Checks
Intended Audience: Treasurer

Date/Times Offered:

April 6, 2027 at 1:00-3:00 MT / 2:00-4:00 CT

September 2, 2027 at 1:00-3:00 MT / 2:00-4:00 CT

Year End Budgetary Processing

Description: Budgetary staff will close current-year ledgers, create ledgers for the new year, set up the new-year calendar and banking, balance reports and the balance sheet, and enter new budget amounts.

Topics

Close current-year ledgers and create new-year ledgers
Set up the new-year calendar and banking
Balance reports and the balance sheet
Enter new budget amounts / budget prep
Intended Audience: Clerk / Finance

Date/Times Offered:

December 9, 2026 at 1:00-2:30 MT / 2:00-3:30 CT

Cemetery Records

Cemetery Records

Description: City clerks will review cemetery security and system settings, then search, create, and edit cemetery records. They will also run cemetery reports.

Topics

Cemetery system settings and security
Searching, creating, and editing records
Cemetery reports
Intended Audience: City Clerk

Date/Times Offered:

February 25, 2027 at 1:00-3:00 MT / 2:00-4:00 CT

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Motor Vehicle

MVM Daily work, Antiques.

Description: Treasurers will work through daily Motor Vehicle and Antiques processing, including reports, balancing activity, and refunds.

Topics

Daily Motor Vehicle processing
Antiques transactions and reports
Balancing and refunds
Intended Audience: Treasurer

Date/Times Offered:

November 12, 2026 at 12:00-3:00 MT / 1:00-4:00 CT

Tax Abstract, Budget Estimate

Description: Clerks and treasurers will import levy data and maintain Motor Vehicle abstract codes, then review how distribution data supports budget estimates.

Topics

Importing levies
Importing and maintaining abstract codes
Budget estimates based on distributions
Intended Audience: Clerk / Treasurer

Date/Times Offered:

February 11, 2027 at 12:00-1:00 MT / 1:00-2:00 CT

Municipal Court

Municipal Court Setup

Description: Municipal court clerks will configure security and system settings, then use the Municipal Court System to enter and track cases and schedule court appearances. The session also covers reports and state uploads.

Topics

Security and system settings
Case entry, tracking, and court appearances
Reports and state uploads
Intended Audience: MC Clerk

Date/Times Offered:

November 19, 2026 at 11:00-3:00 MT / 12:00-4:00 CT

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Payroll

Payroll Processing

Description: Payroll staff will review the setup required for routine processing, including cost centers, income and deduction codes, employer matches, and leave balances and accruals. They will then follow the payroll cycle from time entry through payroll calculation and ACH file creation, and review the resulting accounting update.

Topics

Cost center setup
Income, deduction, and match codes
Leave balances and accruals
Entering employee time
Calculating payroll and creating the ACH file
Updating the general ledger
Intended Audience: Payroll Staff

Date/Times Offered:

January 28, 2027 at 1:00-3:00 MT / 2:00-4:00 CT

July 15, 2027 at 9:00-11:00 MT / 10:00-12:00 CT

W2 & ACA Processing

Description: Clerk and finance staff will prepare W-2 and Affordable Care Act forms for processing, including setup, reporting, and submission requirements.

Topics

W-2 form setup and processing
Affordable Care Act setup and reporting
Media submission
Intended Audience: Clerk / Finance

Date/Times Offered:

December 29, 2026 at 9:00-11:00 MT / 10:00-12:00 CT

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Payroll and POs

Year End PR & PO Processing

Description: Staff will complete PO and PR year-end processing before Budgetary year-end. For purchase orders, they will post encumbrances to the general ledger, close purchase orders, and set up the new year. Payroll staff will balance year-to-date reports, write year-to-date amounts to history, and set up the new-year payroll calendar and tax tables.

Topics

Complete PO and PR year-end processing before Budgetary year-end
Post purchase-order encumbrances to the general ledger
Close purchase orders and set up the new year
Balance payroll year-to-date reports and write year-to-date amounts to history
Set up the new-year payroll calendar and tax tables
Intended Audience: Clerk / Finance

Date/Times Offered:

December 3, 2026 at 1:00-2:00 MT / 2:00-3:00 CT

RMIS

Indexing & Imaging

Description: Clerks and treasurers will index scanned records and manage document images to support consistent digital filing and retrieval.

Topics

Indexing records and documents
Capturing and managing images
Finding stored records
Intended Audience: Clerk / Treasurer

Date/Times Offered:

June 29, 2027 at 9:00-11:00 MT / 10:00-12:00 CT

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RMIS E-Recording

Description: Recorder's office staff will review the RMIS eRecording workflow, including how submissions are received, reviewed, and accepted or rejected.

Topics

eRecording submission process
Receiving and reviewing submissions
Accepting or rejecting submissions
Intended Audience: Register of Deeds / Recorder's office staff

Date/Times Offered:

May 13, 2027 at 12:00-3:00 MT / 1:00-4:00 CT

RMIS eSearch & RAP

Description: This session covers RMIS eSearch and Remote Access Printing (RAP), including RAP user setup and key administrative tasks.

Topics

RMIS eSearch
Remote Access Printing
RAP user setup and administration
Intended Audience: Clerk / Treasurer

Date/Times Offered:

May 25, 2027 at 9:00-11:00 MT / 10:00-12:00 CT

RMIS Image Server

Description: Recorder's office staff will work with images in the Image Server, including image options, email functions, user management, and document types.

Topics

Image handling in the Image Server
Email options
User and document-type management
Intended Audience: Register of Deeds / Recorder's office staff

Date/Times Offered:

June 3, 2027 at 1:00-3:00 MT / 2:00-4:00 CT

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RMIS Keyword

Description: Users will save scanned documents and use document types and keywords to make records easier to find in RMIS.

Topics

Scanning and saving documents
Document types
Keyword search and retrieval
Intended Audience: Clerk / Treasurer

Date/Times Offered:

July 20, 2027 at 1:00-3:00 MT / 2:00-4:00 CT

RMIS Records Management

Description: Recorder's office staff will review Records Management menus and core functions, including cash and receipt management, document management, reporting, workflow, security, and site options.

Topics

Cash, receipt, and document management
Reporting and workflow
Security and site options
Intended Audience: Register of Deeds / Recorder's office staff

Date/Times Offered:

July 29, 2027 at 9:00-11:00 MT / 10:00-12:00 CT

Tax Administration – Colorado

CTAS AAE

Description: Treasurer staff will initiate and approve assessor Adds and Abates in the Treasurer application.

Topics

Approve Adds/ Abates
Initiate Adds/ Abates
Intended Audience: Treasurer

Date/Times Offered:

March 3, 2027 at 9:00-1:00 MT/10:00-2:00 CT

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CTAS Distributions

Description: Treasurer staff will balance CTAS reports and distribute taxes across property types, including personal property exemptions. They will review tax summaries, payment and receipt history, post distributions to accounting, and follow transfers through Tax Apportionment and Taxes Payable.

Topics

Tax Summary Records
Selected Tax Payments
Balancing CTAS Reports to Finance Reports
Mid Month Distributions – 3 per year
Distribution History
Select and Distribute Taxes
List Distribution History
Tax Receipts History
Post to Accounting
Process in Accounting to Tax Apportionment Transfers
Process to Taxes Payable
Intended Audience: Treasurer

Date/Times Offered:

February 23, 2027 at 9:00-1:00 MT/10:00-2:00 CT

CTAS Notices to Taxpayer, Tax Sale

Description: Treasurer staff will prepare delinquent-taxpayer notices and endorsements, then run tax sales and assign tax lien certificates. The session also covers treasurer-deed tracking.

Topics

Notices to Taxpayer
Endorsement
Tax Sale
Tax Lien Certificate
Treasurer Deed Tracking
Intended Audience: Treasurer

Date/Times Offered:

September 22, 2027 at 9:00-1:00 MT/10:00-2:00 CT

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CTAS Tax Liens

Description: Treasurer staff will manage lien certificates in CTAS, including searches, investor records, and eligibility for treasurer deeds. The session also covers expired certificates, redemptions, reassignments, cancellations, voids, deed tracking, and redemption reporting.

Topics

Lien-certificate searches, investor records, and treasurer-deed eligibility
Expired-certificate cancellations; redemptions, reassignments, cancellations, and voids
Treasurer-deed tracking and redemption reports
Intended Audience: Treasurer

Date/Times Offered:

September 29, 2027 at 9:00-11:00 MT / 10:00-12:00 CT

CTAS Tax Payments & Balancing

Description: Treasurer staff will set up tax controls in CTAS, process payments in batches, and update daily transactions. They will import receipts into Cash Receipting, handle refunds and overshort transactions, and generate mortgage-company and real-estate exports with related reports.

Topics

Payment Processing
Batch Processing
Update Day(s) Transactions
Import Receipts to Cash Receipting
Refunds/Overshort
Mortgage Co. Export
Intended Audience: Treasurer

Date/Times Offered:

February 1, 2027 at 9:00-1:00 MT/10:00-2:00 CT

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CTAS Tax Year End Process

Description: Treasurer staff will roll over properties, import the Assessor Tax Roll and Treasurer special assessments, complete verification steps, and calculate taxes. They will run tax abstract reports, verify Senior and Veterans exemptions, run the tax roll, validate tax amounts, print tax statements, transfer taxes to collection, and set up new-year control files.

Topics

Properties Rollover
Import Assessor Tax Roll
Import Treasurer Special Assessments
Calculate Taxes
Tax Roll
Tax Statements
Transfer Tax to Collection and New Year Control File Setup

Intended Audience: Treasurer

Date/Times Offered:

November 16, 2027 at 12:00-4:00 MT / 1:00-5:00 CT

Tax Administration – Illinois

ITAS Board of Review Processing

Description: Assessor and CCAO staff will set up the Board of Review module in ITAS, search and docket appeals, and prepare Board of Review notices. They will also process changes to real-estate parcels and transfer them to Assessment.

Topics

Board of Review Setup
Appeal Search and Docketing
Board of Review Notices
Intended Audience: Assessor / CCAO

Date/Times Offered:

September 14, 2027 at 12:00-3:00 MT / 1:00-4:00 CT

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ITAS Certificate of Errors Real Estate and Mobile Homes

Description: CCAO / Assessor will learn how to initiates and approves a Certificate of Error. Clerk's office will learn how to approve or deny a Certificate of Error. Treasurer's office will learn how to either approve or deny the Certificate of Error. The Treasurer's office will also learn how to Initiate a Tax Override. All offices will learn how to do a Mobile Home Certificate of Error.

Topics

Real Estate
Initiate and Approving a new Certificate of Error CCAO Activity
Approving a Certificate of Error Clerk Activity
Approving and Finalizing a Certificate of Error Treasurer Activity
Initiate Tax Override
Mobile Homes
Initiate and Approving a new Certificate of Error
Intended Audience: Any

Date/Times Offered:

March 23, 2027 at 1:00-3:00 MT / 2:00-4:00 CT

ITAS Distributions

Description: Treasurer staff will verify posted payments, review reports and distribution history, and select and distribute taxes in ITAS. They will also post distribution records and prepare ACH files and checks for completed distributions.

Topics

Verify All Payments are Posted
Review Posted Payment Report
Select and Distribute Taxes (Trial & Final)
Distribution Reporting
Distribution Inquiries
Process Post Distribution Records
Post Distribution Reporting
Intended Audience: Treasurer

Date/Times Offered:

June 15, 2027 at 8:00-11:00 MT / 9:00-12:00 CT

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ITAS Extension Processing

Description: Clerk staff will maintain Illinois tax district extensions in ITAS before and after receiving the final equalization factor from the Illinois Department of Revenue. The session covers extension codes, districts, funds, and levies; annual extension records and approval forms; and related updates to overlapping counties, taxable values, enterprise zones, and TIF districts.

Topics

View, Add, Delete, and Maintain Codes, Districts and Funds.
Create Annual Tax District Extension Records
View and Maintain Tax District Levies
Generate Initial Levy and Maximum Rate Approval Forms
View, Add, Delete, and Maintain Overlapping Counties
Taxable Value Maintenance*Enterprise Zone Maintenance*
TIF District Maintenance*
Intended Audience: Clerk

Date/Times Offered:

January 14, 2027 at 12:00-3:00 MT / 1:00-4:00 CT

ITAS Mobile Home Tax Cycle

Description: ITAS users will roll mobile home records into the new tax year, maintain parameters and records, and process extensions and collection dates. They will generate and print tax statements, process individual and batch Mobile Home tax payments, review pending, update-day, and posted-payment activity, and complete Mobile Home Certificates of Error, delinquent-tax, tax-sale, and distribution workflows.

Topics

Mobile Home tax-year rollover, updates, parameters, and record maintenance
Extension processing and collection-date maintenance
Tax statement generation and printing; individual and batch payments; pending, update-day, and posted-payment processing
Mobile Home Certificates of Error
Delinquent-tax, tax-sale, and distribution processing
Intended Audience: Any

Date/Times Offered:

February 16, 2027 at 12:00-3:00 MT/ 1:00-4:00 CT

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ITAS Preferential Assessments

Description: CCAO staff will set up and maintain ITAS tables for preferential assessments, calculate the assessments each year, and shift them to the next tax year.

Topics

Preferential assessment table setup and maintenance
Farmland, oil, coal, wind turbine, and solar maintenance
Annual calculation and shifting of preferential assessments
Intended Audience: Appraiser

Date/Times Offered:

January 7, 2027 at 8:00-11:00 MT / 9:00-12:00 CT

ITAS Tax Statement Generation and Collection

Description: Treasurer staff will prepare tax data for statement printing, set collection dates, and apply prepayments and escrow accounts. They will also process certificates of error, print tax statements, and handle tax collections and daily processing in ITAS.

Topics

Set Collection Dates
Apply Prepayment and Escrow Accounts
Process Certificate of Errors
Print Statements
Tax Collections & Daily Processing
Intended Audience: Treasurer

Date/Times Offered:

April 20, 2027 at 8:00-11:00 MT / 9:00-12:00 CT

ITAS Treasurer Delinquent Tax and Tax Sale Training

Description: Treasurer staff will generate friendly reminder and delinquent-tax notices, prepare publication lists, and set up and conduct tax sales in ITAS. The session also covers judgment books, RIM tax sales, and tax-sale checkout.

Topics

Friendly Reminder Notices
Publication Listings
Delinquent Tax Notices
Tax Sale Setup
Judgment Books
Rim Tax Sale
Tax Sale Checkout
Intended Audience: Treasurer

Date/Times Offered:

September 9, 2027 at 8:00-11:00 MT / 9:00-12:00 CT

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Tax Administration – Kansas

TAS NRP Set up new plans and projects, value projects, copy levy participation

Description: Appraiser and clerk staff will set up Neighborhood Revitalization (NRP) plans and projects, review project values, and copy levy participation.

Topics

NRP contracts, agreements, and plans
Project setup and valuation
Accounts and levy participation
Intended Audience: Appraiser / Clerk

Date/Times Offered:

April 22, 2027 at 11:00-3:00 MT / 12:00-4:00 CT

TAS System Security, Site Parameters, Name and Address

Description: TAS users will review security, site menus and parameters, and tools for maintaining name and address records.

Topics

TAS security and access
Site menus and parameters
Name and address maintenance
Intended Audience: ANY

Date/Times Offered:

January 12, 2027 at 12:00-3:00 MT / 1:00-4:00 CT

TAS Appraiser AAEs

Description: Appraisers will review Adds, Abates, and Escapes (AAEs) and how these changes are handled in TAS.

Topics

Adds
Abates
Escapes and related appraisal records
Intended Audience: Appraiser

Date/Times Offered:

January 26, 2027 at 9:00-11:00 MT / 10:00-12:00 CT

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TAS Treasurer AAEs

Description: Treasurers will review Adds, Abates, and Escapes as well as initiate tax overrides (AAEs) and how these changes are handled in TAS.

Topics

Adds
Abates
Escapes and related treasurer records
Intended Audience: Treasurer

Date/Times Offered:

February 10, 2027 9:00-11:00 MT / 10:00-12:00 CT

TAS Clerk AAEs

Description: Clerks will review Adds, Abates, and Escapes as well as initiate Special Assessments, State Assessed Utilities, Intangibles, Real Estate and Severed Mineral (AAEs) and how these changes are handled in TAS.

Topics

Adds
Abates
Escapes and related clerk records
Intended Audience: Clerk

Date/Times Offered:

February 16, 2027 8:00-10:00 MT / 9:00-11:00 CT

TAS Appraiser June Certification

Description: Appraisers will work through the June certification of values, including validation and verification checks, required imports, and certification reporting.

Topics

June certification of values
Validation and verification checks
Imports and certification reports
Intended Audience: Appraiser

Date/Times Offered:

May 5, 2027 at 11:00-3:00 MT / 12:00-4:00 CT

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TAS Appraiser New Year Setup, Personal Property Rendition Notices and Oil/Gas Rendition Notices

Description: Appraisers will roll TAS control files into the new tax year and prepare personal property and oil and gas rendition notices.

Topics

Rolling control files into the new tax year
Personal property rendition notices
Oil and gas rendition notices
Intended Audience: Appraiser

Date/Times Offered:

December 10, 2026 at 11:00-3:00 MT / 12:00-4:00 CT

TAS Distribution 1 of 2 NRP Distribution, ILOT and TIF Distributions

Description: The first session in the distribution series covers current and delinquent tax distributions for NRP, ILOT, and TIF. It introduces these program-specific workflows as the foundation for the second session. *Some districts may opt not to attend this session, but day 1 attendees will want to attend day 2.*

Topics

Current and delinquent tax distributions
NRP distributions
ILOT and TIF distributions
Intended Audience: Treasurer

Date/Times Offered:

November 3, 2026 at 12:00-3:00 MT / 1:00-4:00 CT

TAS Distribution 2 of 2 Whole process through BFA/TP, Severance Tax Distribution (NRP, ILOT, TIF in previous day's session)

Description: The second session completes the distribution workflow for other tax types, including severance tax, and follows transactions from TAS into Budgetary Fund Accounting and Taxes Payable for disbursement.

Topics

Remaining current and delinquent tax distributions
Severance tax distributions
Transfers to BFA and Taxes Payable for checks, wires, and direct deposits
Intended Audience: Treasurer

Date/Times Offered:

November 4, 2026 at 12:00-3:00 MT / 1:00-4:00 CT

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TAS Escrow Process

Description: Treasurer staff will review escrow setup and the processing steps for managing escrow accounts in TAS.

Topics

Escrow setup
Escrow processing
Treasury escrow workflow
Intended Audience: Treasurer

Date/Times Offered:

August 31, 2027 at 8:00-12:00 MT / 9:00-1:00 CT

TAS Hearing Tracking

Description: Appraisers will review the hearing setup and tracking process for personal property, trucks, oil, and gas in TAS.

Topics

Hearing setup and tracking
Personal property and truck hearings
Oil and gas hearings
Intended Audience: Appraiser

Date/Times Offered:

May 6, 2027 at 8:00-11:00 MT / 9:00-12:00 CT

TAS ILOT, TIF

Description: Clerk staff will set up a TIF/RHID tax unit in TAS and move parcels from a parent parcel to the appropriate unit. They will also create ILOT records and set up ILOT statements.

Topics

TIF/RHID tax unit setup
Moving parcels from parent to TIF/RHID tax unit
ILOT record and statement setup
Related clerk-menu processes
Intended Audience: Clerk

Date/Times Offered:

March 2, 2027 at 9:00-11:00 MT / 10:00-12:00 CT

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TAS July Abstract/ Budget Estimates

Description: Clerks will review site setup and abstract reports, then work through the PVD July Abstract and related budget-estimate process in TAS.

Topics

Site setup and parameters
Abstract reports and the PVD July Abstract
Budget estimates
Intended Audience: Clerk

Date/Times Offered:

May 19, 2027 at 11:00-3:00 MT / 12:00-4:00 CT

TAS Oil, Gas and Horizontal Wells

Description: Appraisers will review the control files, maintenance steps, and reporting options used for oil, gas, and horizontal-well records in TAS.

Topics

Oil, gas, and horizontal-well control files
Property maintenance
Available reports
Intended Audience: Appraiser

Date/Times Offered:

January 19, 2027 at 11:00-3:00 MT / 12:00-4:00 CT

TAS Personal Property and Trucks

Description: Appraisers will maintain TAS control files and property records for personal property and trucks, then review the related reporting options.

Topics

Personal property and truck control files
Property record maintenance
Related reports
Intended Audience: Appraiser

Date/Times Offered:

December 15, 2026 at 11:00-3:00 MT / 12:00-4:00 CT

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TAS Specials

Description: Clerks will add or import special assessments, assign the related fund, end-date records, and review related reports in TAS.

Topics

Special-assessment control files
Adding, importing, and end-dating assessments
Fund assignment and related reports
Intended Audience: Clerk

Date/Times Offered:

June 24, 2027 at 1:00-3:00 MT / 2:00-4:00 CT

TAS State Assessed, Real Estate splits/combines

Description: Clerk staff will value state-assessed values , manually and via import directly from a state provided file. Additional topics include real-estate parcel splits and combines.

Topics

State-assessed taxable values
Real-estate parcel splits
Parcel combinations and related record updates
Intended Audience: Clerk

Date/Times Offered:

March 16, 2027 at 9:00-11:00 MT / 10:00-12:00 CT

TAS Tax Control Setup, Tax Payments, Balancing the Day's Work, Importing into Cash Receipting

Description: Treasurer staff will use TAS collection tools to set up tax controls, receive and import payments, and balance the day's work. The session also covers sending transactions to Cash Receipting, generating the real estate export, and running collection reports.

Topics

Tax control setup and payment entry
Payment imports, daily balancing, and Cash Receipting
Real estate exports and collection reports
Intended Audience: Treasurer

Date/Times Offered:

October 21, 2027 at 12:00-2:00 MT / 1:00-3:00 CT

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TAS Tax Levy Maintenance Setting up funds, entities, tax units & tax levy detail

Description: Clerks will use the TAS Assessment menu to create or maintain tax units, entities, and funds, then enter tax-levy details.

Topics

Tax unit setup and maintenance
Entities and funds
Tax-unit levy structure and detail
Intended Audience: Clerk

Date/Times Offered:

April 15, 2027 at 9:00-11:00 MT / 10:00-12:00 CT

TAS Tax Year End Levies, Tax Calcs November Abstract

Description: Clerks will complete year-end setup verification and final-value reporting, maintain levies, calculate taxes, prepare tax rolls, and complete the PVD November Abstract in TAS.

Topics

Setup verification and final-value reports
Levies and tax calculations
Tax rolls and the PVD November Abstract
Intended Audience: Clerk

Date/Times Offered:

September 16, 2027 at 11:00-3:00 MT / 12:00-4:00 CT

TAS Truck Budget Estimate

Description: Clerks will review the available data and TAS steps used to create the 16/20 truck budget estimates.

Topics

Truck budget estimate data
TAS estimate workflow
Reviewing the estimate result
Intended Audience: Clerk

Date/Times Offered:

April 8, 2027 at 1:00-2:00 MT / 2:00-3:00 CT

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TAS Warrants/ Redemption/ Tax Sale

Description: Treasurers will review TAS processing for delinquent tax redemptions and warrants, then cover the related tax-sale workflow.

Topics

Delinquent tax redemptions
Delinquent warrants
Tax-sale processing
Intended Audience: Treasurer

Date/Times Offered:

May 20, 2027 at 11:00-3:00 MT / 12:00-4:00 CT

Time Clock Plus

Time Clock Plus Admin

Description: Payroll administrators will work with TCP settings for timekeeping, leave requests, reports, holidays, shift differentials, and schedules. They will also review employee time edits and approvals.

Topics

Timekeeping and leave settings
Reports, holidays, shift differentials, and schedules
Editing and approving employee time
Intended Audience: Admin Staff

Date/Times Offered:

November 10, 2026 at 1:00-3:00 MT / 2:00-4:00 CT

May 11, 2027 at 1:00-3:00 MT / 2:00-4:00 CT

Time Clock Plus Employee

Description: Employees will use TCP to record time, check hours and leave accruals, navigate dashboards, and submit leave requests.

Topics

Time entry and time records
Hours and leave accruals
Dashboards and leave requests
Intended Audience: County/City managers- staff who will train employees

Date/Times Offered:

December 1, 2026 at 1:00-2:30 MT / 2:00-3:30 CT

April 27, 2027 at 9:00-10:30 MT / 10:00-11:30 CT

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Aladtec

Description: Payroll and managerial staff will explore Aladtec's scheduling tools for teams with complex Law Enforcement / Public Safety staffing needs.

Topics

Aladtec scheduling tools
Coordinating complex Law Enforcement / Public Safety schedules
Staff scheduling options
Intended Audience: Payroll / Managerial Staff

Date/Times Offered:

December 17, 2026 at 9:00-11:00 MT / 10:00-12:00 CT

June 16, 2027 at 1:00-3:00 MT / 2:00-4:00 CT

Utility Billing

Utility Billing Process start to finish

Description: City clerks will import meter-read data, generate and deliver utility bills, create the ACH file, and complete the PSN export.

Topics

Importing meter-read files
Generating, printing, and emailing bills
ACH files and the PSN export
Intended Audience: City Clerk

Date/Times Offered:

July 8, 2027 at 1:00-3:00 MT / 2:00-4:00 CT

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FREE OFFERINGS

Tax Administration - Colorado

CTAS Tax Year End Process

Description: This free session will highlight the changes just released. Treasurer staff will roll over properties, import the Assessor Tax Roll and Treasurer special assessments, complete verification steps, and calculate taxes. They will run tax abstract reports, verify Senior and Veterans exemptions, run the tax roll, validate tax amounts, print tax statements, transfer taxes to collection, and set up new-year control files.

Topics

Properties Rollover
Import Assessor Tax Roll
Import Treasurer Special Assessments
Calculate Taxes
Tax Roll
Tax Statements
Transfer Tax to Collection and New Year Control File Setup
Intended Audience: Treasurer

Date/Times Offered:

December 8, 2026 9:00-1:00 MT / 10:00-2:00 CT

Tax Administration – Kansas

The following sessions will cover only changes from the previous year. For additional information, register for the full session(s).

TAS (KS) Appraiser June Certification CHANGES

Description: Appraisers will focus on updates to the June certification of values, including changed validation and verification steps, imports, and reports.

Topics

Updates to the June certification process
Changes to validation and verification
Updated imports and reports
Intended Audience: Appraiser

Date/Times Offered:

May 4, 2027 at 9:00-10:00 MT / 10:00-11:00 CT

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TAS (KS) July Abstract/ Budget Estimates CHANGES

Description: Clerks will focus on changes since the prior year in site setup, abstract reports, the PVD July Abstract, and budget estimates.

Topics

Changes to site setup and parameters
Updates to abstract reports and the July Abstract
Changes to budget estimates
Intended Audience: Clerk

Date/Times Offered:

May 18, 2027 at 1:00-2:00 MT / 2:00-3:00 CT

TAS (KS) Tax Year End Levies, Tax Calcs November Abstract CHANGES

Description: Clerks will focus on updates since the prior year in setup verification, final-value reports, levies, tax calculations, tax rolls, and the PVD November Abstract.

Topics

Updates to setup verification and final-value reporting
Changes to levies and tax calculations
Tax-roll and November Abstract updates
Intended Audience: Clerk

Date/Times Offered:

September 15, 2027 at 12:00-1:00 MT / 1:00-2:00 CT

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