

Microix and MIP

Electronic Requisition Module Comparison Table

| Choose the requisition module that's right for your organization. | Microix® | MIP® |
|--|-------------------------------------|-------------------------------------|
| General Features | | |
| Utilizes Microsoft® SQL Server 2000 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Seamlessly integrates with MIP's Accounting Module | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Global item list | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| ★ Global item list by multiple vendor | <input checked="" type="checkbox"/> | |
| Number of users can be different from MIP's Accounting module and the licensing is based on the number of simultaneous users accessing the program (concurrent users) <i>(MIP – Number of users must be equal to or greater than MIP's Accounting module and the licensing are based on named users.)</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Utilizes any POP3 email component to send email notifications | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Available Funds | | |
| Budget checking at GL level | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Budget checking at any combination of segments | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| ★ Ability to setup different budget checking levels for each workflow process | <input checked="" type="checkbox"/> | |
| ★ Available funds are displayed next to each item on the requisition/purchase order <i>(MIP- Budget information is displayed by opening another form)</i> | <input checked="" type="checkbox"/> | |
| Budget checking includes in-process requisitions | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Ability to setup different fiscal year for each workflow process. Budget checking will be based on each workflow's fiscal year | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| ★ Prevent users from submitting a requisition/purchase order if funds are not available | <input checked="" type="checkbox"/> | |
| Paperless Workflow Process | | |
| ★ Workflow process is setup based on groups that are assigned requestors, approvers, routing rules, account restrictions and shipping and billing information <i>(MIP – Workflow process is based on users)</i> | <input checked="" type="checkbox"/> | |
| ★ System driven approval process that automatically routes the requisition to the next level based on routing rules that are defined in the group's workflow process <i>(MIP – Approval process is not automatic if the requisition process is based on different routing rules)</i> | <input checked="" type="checkbox"/> | |

NOTE: Microix does not guarantee the features listed for MIP are totally accurate. We suggest contacting an MIP Business partner directly to verify certain available features.



Source: Microix Inc. 08/04

Version: MIP 6.0
Microix 10.6.3

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| Approval routing can be determined by the total amount of the requisition, Categories or by the GL account number <i>(MIP – Approval amount is based on categories and requisition total)</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| ★ Account Code restrictions by user or by Workflow | <input checked="" type="checkbox"/> | |
| Account code restrictions | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| ★ Distribution code restrictions | <input checked="" type="checkbox"/> | |
| Requisition/Purchase Order | | |
| ★ Users can view payment information of a purchase order. | <input checked="" type="checkbox"/> | |
| Approved requisitions can automatically be converted to purchase orders <i>(MIP - extra step to convert requisitions to a purchase order)</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Purchase orders can be encumbered | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| ★ Purchase orders can automatically create an A/P transaction | <input checked="" type="checkbox"/> | |
| ★ Vendor 1099 information can be assigned to each item when converting a purchase order to an A/P transaction | <input checked="" type="checkbox"/> | |
| ★ Audit Trail - System automatically logs changes made to the original requisition <ul style="list-style-type: none"> • Date submitted requisition • Approved information • Changes made to quantity, description, price, expense account, notes and vendor • Email messages sent within the application • Receiving information • Changing document status • Recalling document • Re-routing document • Document denied information <i>(MIP only logs Approval/Ownership chain and quantity changes while all other changes have to be made manually in the notes section)</i> | <input checked="" type="checkbox"/> | |
| Processes a requisition with an unassigned vendor | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| ★ Send email correspondence within the application without the use of Outlook | <input checked="" type="checkbox"/> | |
| ★ Automatically calculate taxes and allocate among purchased items | <input checked="" type="checkbox"/> | |
| ★ Calculate shipping based on a percent or an amount and allocate among purchased items | <input checked="" type="checkbox"/> | |
| Encumbers funds using an unassigned vendor | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| ★ Requestors can add new vendors to MIP's vendor list <i>(Microix – This feature can be turned "on" or "off")</i> | <input checked="" type="checkbox"/> | |
| ★ In-process status list displays where a requisition is during the approval process | <input checked="" type="checkbox"/> | |

| | | |
|---|-------------------------------------|-------------------------------------|
| ★ Users can view the requisition as a read-only document after submitting it for approval | <input checked="" type="checkbox"/> | |
| ★ Receiving function allows users to receive against purchase order items or services | <input checked="" type="checkbox"/> | |
| Requestors can modify encumbered purchase orders <i>(MIP – This is done in MIP’s accounting module)</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Displays a history of all requisitions | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| User defined fields with custom lookup values | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Automatically assigns a number for each requisition (optional) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Ability to deny requisitions with automatic email notification <i>(Microix – additionally, the system sends a deny reason to the originator)</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| ★ Users have the option to code each transaction on a requisition at the time of entry or delegate it to an approver or Accounting Department <i>(MIP – This is done with a distribution code only)</i> | <input checked="" type="checkbox"/> | |
| Creates a consolidated purchase order from requested Items | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Approvers can reroute the requisition to another approver or to the original requestor | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| ★ Requestors can recall a submitted document before it is approved | <input checked="" type="checkbox"/> | |
| System automatically notifies the requestor once the requisition is finally approved | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| ★ Requestors can create a new shipping address | <input checked="" type="checkbox"/> | |
| Requestors can choose to not have modifications done to the original requisition <i>(Microix – This function is not available. However, changes made to the original requisition can be viewed by the requestor)</i> | | <input checked="" type="checkbox"/> |
| ★ Automated substitute approver | <input checked="" type="checkbox"/> | |
| Attach electronic documents to the purchase order (excel, word, pdf and others) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| ★ Integrated Crystal Report Viewer | <input checked="" type="checkbox"/> | |
| System generated reports | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

★ - Key features not available in MIP