

Software SOLUTIONS

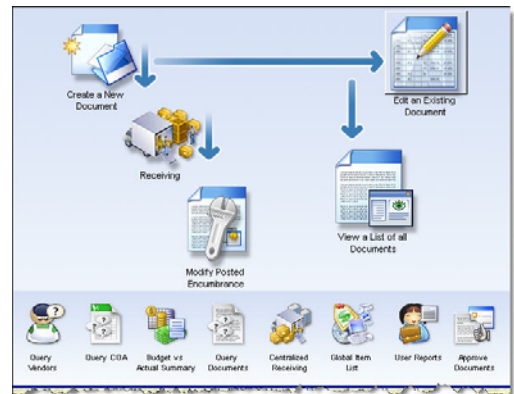
For The Nonprofit Sector



Help control sending and tracking purchases throughout the entire process!

The **Microix Requisition Module** enables accountants and non-accounting staff to create purchase requests from their desktop computer. Administrators can enforce specific requirements to reduce errors and ensure that information is accurately provided to properly process a request. Once the requests are submitted and approved through a multi-level approval process, it is automatically converted to a purchase order and seamlessly transferred to MIP as an un-posted encumbrance or A/P transaction.

- ❖ Real-time budget control allows users and approvers to see the latest financial data in MIP's ledger
- ❖ When approving documents, an alert can be triggered when users attempt to exceed their budget limit or the system can block users from submitting a document that exceeded their budget
- ❖ Receive instant answers to questions and maintain complete purchasing audit control with detailed information tracking
- ❖ Users can easily enter and submit their own request by creating a new requisition document or by copying an existing requisition, helping to increase accuracy and efficiency for frequently ordered items
- ❖ Enables automatic email notifications to alert approvers when a requisition needs to be reviewed and to alert users when a requisition has been approved or requires any modifications
- ❖ Utilizes approval substitution to avoid delays that may ensure when the initial approver is on vacation or out of the office
- ❖ Managers can approve, deny, modify, or return requisitions to the originator for corrections
- ❖ Seamless integration with Sage MIP Fund Accounting Software
- ❖ Analyzes purchase activities by departments, users, vendors or items



Automatically transfer a purchase request to MIP's Fund Accounting Software as an un-posted Encumbrance or A/P Transaction.

Transfer Type

Create an unposted Encumbrance Transaction

Create an unposted A/P Transaction

Effective Date: 7/19/2005

Session: []

sItemID	Status	sDescription	sCategory	sGLCode	sDistCode	TypeID
- 34RT6	A	Brother Fax Machine	Office Supplies	64000	General	FA- Replac

Accounts Payable

Invoice/Voucher No: 05-E

Invoice Date: 7/19/2005

Invoice Due Date: 8/18/2005

Check Description: Office Supplies

A comprehensive Audit Trail that keeps track of changes made to the original document.

DateStamp	User ID
- Record Type : Comments	
5/6/2004 1:26:40 AM	Sam Evening
Please approve without my contract	
- Record Type : Other	
5/3/2004 8:14:48 PM	Sam Evening
Document was Recalled	

Utilize the Global Item List to store frequently purchase items for specific vendors.