Workflow Modules

Specifically designed to integrate with your Abila MIP Fund Account™ Software

The Requisition Module

Transform your purchasing process by implementing one of the most advanced Requisition Modules available to non-profit organizations. With our multilevel approval process, Microix routes documents to multiple approval levels and can be based on dollar value and/or categories. Approval process is made easy via a PC or Mobile device. Employees can allocate purchases to different funding sources and check the budget to ensure funds are available. Our dynamic workflows enforce policies and enables you to set spending limits on vendors and employees. Electronic documents such as quotes, contracts or packing slips can be manually attached to a document or sent to a general mailbox where Microix will automatically attach them to your existing documents. Seamlessly transfer your purchase orders to Abila as encumbrances or have it automatically produce the A/P invoice.

The Inventory Module

Looking to manage and track the cost of inventory? What about fixed asset tracking? Consider adding our full featured Inventory Module. You can easily manage inventory with barcode scanners and track them by location and bin. In addition, you can also track it by lot, serial number and expiration date. Microix monitors your stock level and notifies you when the inventory is running low. It can also generate the purchase orders to replenish the inventory. Microix can print physical count sheets and automatically create the journal entries to adjust inventory.
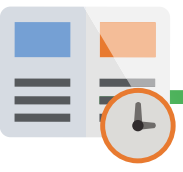
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The Budget Module

Struggling with collecting and preparing your organization's budget? Microix can decentralize your budgeting process by allowing managers to prepare a detailed worksheet with narratives for each GL account number. Additionally, our salary worksheet enables budgeting for employees and open positions along with their benefits and allocations to a specific cost center. The Budget worksheets can include prior and current year activities to assist project managers with producing the budget for the next fiscal year.

The Timesheet Module

Replace your existing paper based system and start collecting employee time electronically. Conveniently enter your time via a web browser and/or biometric time clock system. Reduce the approval time by allowing managers to approve leave request and timesheets via a Mobile device or a PC. Send daily alerts when employees are absent or missed a punch. Let Microix help you eliminate the inefficiencies of managing a paper based timesheet process.

Optional

HTML Approval

Mobile devices are integral in today's modern work life. The HTML Approval provides managers an efficient method of staying on top of approval requests. It enable certain level approvers to conveniently approve directly from their email using their smart-phone, tablet or personal computer. The HTML Approval feature facilitates the manager's ability to review and take approval actions without having to log into the software

System Alerts

The System Alerts feature monitors the approval process to ensure management approvals occur within a specified time parameters that are set by the administrator. If an approver does not approve a document in the specified time frame, the system will send daily reminders to the appropriate approver and also email a copy to upper management. System Alerts help enforce organizational policies and makes the approval process more efficient. Other alerts related to Timesheet and Inventory stock level is available

Cloud Companion

Today's workforce is fundamentally different and no longer limited to the office. We offer a web application which enables customers to extend functionalities to remote users by enabling them to create and/or approve documents via a web browser on a tablet or pc. The Cloud Companion Web Application are convenient and affordable .

Time Clocks

Microix Time Clock devices support organizations in their efforts to maximize time, save money and manage human resources in an effective and efficient manner. Our Timesheet Module functions seamlessly with the Biometric External Time Clocks.

iFace

iClock700

subject to change