

Requisition Module

Help control sending and tracking purchases throughout the entire process!



The Microix Requisition/Purchase Order Module enables accountants and non-accounting staff the ability to generate check requests and requisitions from their desktop. Administrators can enforce specific requirements to reduce errors and ensure compliance. Once a request is submitted and approved through a multi-level approval process, it is automatically converted to a purchase order and seamlessly transferred to Abila MIP Fund Accounting™ as an unposted encumbrance or accounts payable transaction.

Key Features

- ✓ Real-time budget control provides users and approvers full and current visibility of expenditures
- ✓ During approval phase, alerts can be triggered once users attempt to exceed their budget. The system can prevent users from submitting a requisition that exceeds their budget
- ✓ Users can easily enter and submit their own request by creating a new requisition document or by copying an existing requisition; increasing accuracy and efficiency for frequently ordered items
- ✓ Utilizes approval substitution to avoid delays that may occur when the initial approver is on vacation or out of the office
- ✓ Managers can approve, reject or void requisitions via a PC, tablet, or a smart phone
- ✓ Analyzes purchase activities by departments, users, vendors, or items
- ✓ Seamless integration with Abila MIP Fund Accounting™

Inventory Module

Manage all of your inventory efficiently and effectively



The Microix Inventory Module is a feature-rich tool that allows you to efficiently and effectively manage your inventory in real time. It works in conjunction with Microix's Requisition/Purchase Order Module to leverage a workflow approval process. As all of our modules, it fully integrates with Abila MIP Fund Accounting™.

Key Features

- ✓ Real-time item availability for ordering
- ✓ One-touch reporting for demand, stock levels, and valuation
- ✓ Lot, Serial, Expiration Date and Bin Tracking
- ✓ Print physical count sheets at any interval
- ✓ Manage inventory adjustments for shortage, stolen and damaged items
- ✓ Generate purchase order for items that are running low and submit it through an approval process
- ✓ Multi-warehouse storage management
- ✓ Inventory shopping list that enables employees to quickly request items from inventory
- ✓ Track movement of inventory to identify fast or slow moving products. You can even view seasonal demand patterns
- ✓ Monitor inventory levels to increase visibility and control of inventory and stock levels
- ✓ Seamless integration with Abila MIP Fund Accounting™



**subject to change*



WORKFLOW MODULES

Software Solutions for the Nonprofit Sector

Budget



Requisition/ Purchase Order



Timesheet



Time Clocks



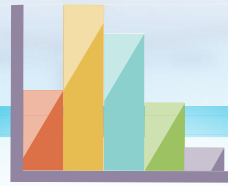
Inventory



www.microix.net | 1-866-microix (642-7649)

Budget Module

Decentralize the budgeting process by enabling managers to enter their budget electronically



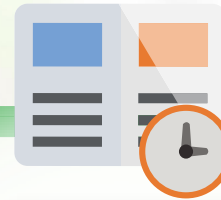
The Microix Budget Module is an advanced planning and reporting tool that simplifies the intricate budgeting process. It allows you to create budget worksheets based on any program, fund, grant, department, cost center or designation of your choice. You may also pre-load worksheets with current and prior year data from Abila MIP™ General Ledger. After managers finalize their budget worksheet, it can then be submitted to a multi-level approval process. Upon final approval, worksheets are automatically transferred to Abila MIP Fund Accounting™ as unposted budget entries.

Key Features

- ✓ Populates next year's budget worksheets with data from current year activities
- ✓ Completed worksheets can be routed to a multi-level approval process
- ✓ Users can enter justifications for specific line items and worksheets
- ✓ Budgets each payroll position along with their benefits
- ✓ Consolidates all budget worksheets at any time during the budget preparation process for organization wide reporting
- ✓ Creates multiple versions of the same budget
- ✓ All reports can be exported to Microsoft Excel or printed as a PDF document
- ✓ Estimates remainder year based on current period actual
- ✓ Seamless integration with Abila MIP Fund Accounting™

Timesheet Module

Easily record, track and approve timesheet data from the Abila MIP Fund Accounting™ Payroll Module



The Microix Timesheet Module enables each employee to record their timesheet data electronically and automatically route it through a multi-level approval process. Upon final approval, Microix automates the process of syncing payroll distribution codes to timesheet allocated hours; generating a standard timesheet within Abila MIP Fund Accounting™.

Key Features

- ✓ Easy-to-use Graphic User Interface (GUI)
- ✓ Multi level approval process with email notification
- ✓ Employees are able to perform the following tasks:
 - ▶ Leave can be requested and emailed for approval
 - ▶ Hours can be charged to different funding sources
- ✓ Timekeepers are able to process timesheets for multiple employees
- ✓ Managers/Supervisors can perform the following tasks:
 - ▶ Approve multiple timesheets simultaneously
 - ▶ View timesheet summary information for each employee
- ✓ View leave calendar
- ✓ Timesheets can be approved from any smartphone, tablet or PC
- ✓ Seamless integration with Abila MIP Fund Accounting™ Payroll Module

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 Time Clock and external clock devices.

Key Features

- ✓ Tracks time for hourly employees
- ✓ Ability to punch in using charge codes
- ✓ Enables manual punch with email notification to supervisor
- ✓ View employee punch status with remote access capability via web
- ✓ View/Print clock history and conveniently export to excel



iFace

Facial and Finger Combo Terminal revolutionizing time tracking. Biometrically provides 1 second employee recognition even in dimly lit environment.

iClock700

Features high performance, high image quality optical fingerprint sensor. The patented optical sensor is resistant to scratches, impact, vibration and electrostatic shock.



**subject to change*