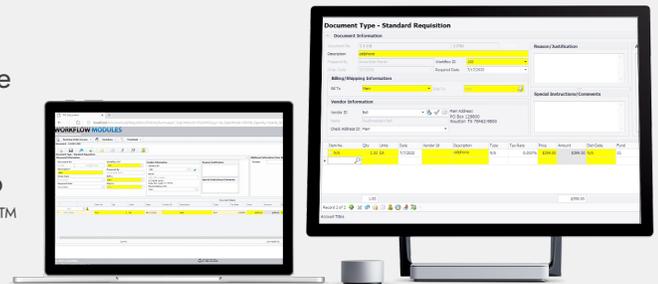


Requisition Module

Maintain control of 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 request is submitted and approved through a multi-level approval process, it is automatically converted to a purchase order and seamlessly transferred to MIP Fund Accounting™ as an unposted encumbrance or accounts payable transaction.

MIP Account Payable is Required. If encumbering purchase orders, then MIP encumbrance module is required.



Key Features:

- Real-time budget control allows users and approvers to view the latest financial data in MIP Fund Accounting™ ledger
- When approving documents, an alert can be triggered once users attempt to exceed their budget limit or the system can block users from submitting a document that exceeds their budget
- Receive immediate answers to questions and maintain complete purchasing audit control with detailed tracking information
- Users can easily enter and submit their own request by creating a new requisition document or by copying an existing requisition, to increase accuracy and efficiency for frequently ordered items (can attach backup to their request)
- Option to use vendor's punchout sites while creating the PO inside of Microix to submit for approval
- Additional web-based option to extend functionalities to remote users by enabling them to create and/or approve documents on a tablet or PC
- Enable 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 modification
- 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, void requisitions via a PC, tablet or a smart phone
- Seamless integration with MIP Fund Accounting™
- Analyzes purchase activities
- Setup routing rules based on dollar value or category
- Ability to use this system for invoice approval
- Credit card statement processing
- Utilizes Microsoft© SQL Server 2012 R2 or higher

