Workflow Modules Modern for MIP Fund Accounting®

Activate daily import of transactions from credit card and checking accounts into Microix!



This feature is available exclusively as an add-on for the Requisition | Purchase Order Module Modern.

Microix Inc. | March 2025 | Subject to change

Key Benefits

This feature optimizes financial control, enhances reporting accuracy, and simplifies reconciliation and approvals for a more efficient and transparent financial process.



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Real-Time Expense Management – Instantly track and manage credit card charges to enhance spending visibility.



 Streamlined Approval & Accounting – Submit expenses for daily approval and seamlessly transfer them to MIP Fund Accounting for realtime financial reporting.



- Simplified Bank Feed Reconciliation — Ensure transactions align with approved purchase orders using an intuitive drag-and-drop matching process.
- Automated Daily Processing Ensure up-to-date financial records by synchronizing transactions daily and categorizing expenses into designated accounts.



 Integration with Microix – Transactions linked to checking accounts can be transferred into Microix for approval and then posted as journal entries or cash disbursement in MIP Fund Accounting.



Steps Involved 1-4

Bank Feed

4. Click on Bank Feed and Microix will retrieve the daily charges so staff can review their transactions and attach receipts for back up

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Microix Inc. March 2025 Subject to change	Smicroix	> 100 05/06/2024 2005-eBay Shops \$583.00 📿	v

Steps Involved Cont. 5-8

Bank Feed

5. Select transaction to attach receipt

8. Once completed, then click on Process to submit for approval

6. Click on Upload Receipt to Attach receipts directly using smartphone cameras to capture receipt images, scanners connected to PCs or networks files from local storage

7. Categorize credit card transactions into designated expense accounts to manage and helps users track spending against specific budget categories more effectively

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Steps Involved Cont. 9-13

Bank Feed

Note: Doc No- Link to an approved purchase

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Bank Feed Reconciliation

Modules Modern

Ensure each cardholder reconciles to an approved purchase order

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Drag and drop process to help link a purchase order to a credit card charge

How to locate your submitted document for approval

1. Log in to Workflow Modules Modern

2. Navigate to the left-side menu and click on Requisition /Purchase order drop down list the My Document

3. Locate the invoice to see where it is in the approval process

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Overview of the Approval Process

Email notifications are sent to an approver based on the workflow routing process. The email includes detailed information about the invoice, expense coding, budget, and previous approvers

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•Provide approvers the ability to modify the expense code or reject the invoice with a reason. The rejection note is communicated to the requester via email

•Review the invoice alongside a copy of the original PDF to ensure accuracy

•Implement a system to sort invoices based on their priority level

•Examine the document's audit trail to identify any alterations made prior to the invoice's receipt

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Selected approvers can approve directly from a mobile device, tablet, or PC using our HTML approval

Example: Final Approval before transferring to MIP Fund Accounting®

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Transfer Options

Code	Description
API	Accounts Payable
CD	Cash Disbursement
JV	Journal Entry

Click on Process.

Note: The final step is to log in to MIP FA. The AP session is ready to be posted in MIP Fund Accounting



📩 Get in Touch

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