

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

BANK

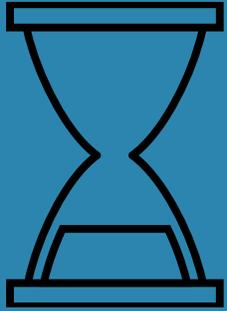
Bank Feed

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

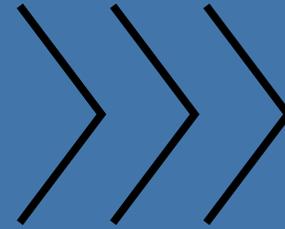
Key Benefits

Workflow Modules Modern for MIP Fund Accounting®

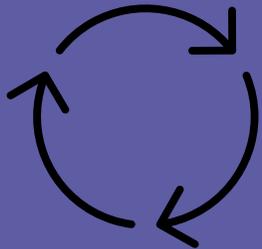
This feature optimizes financial control, enhances reporting accuracy, and simplifies reconciliation and approvals for a more efficient and transparent financial process.



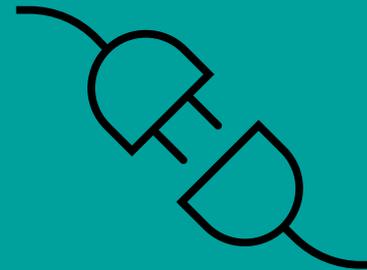
- Real-Time Expense Management – Instantly track and manage credit card charges to enhance spending visibility.



- Streamlined Approval & Accounting – Submit expenses for daily approval and seamlessly transfer them to MIP Fund Accounting for real-time 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.

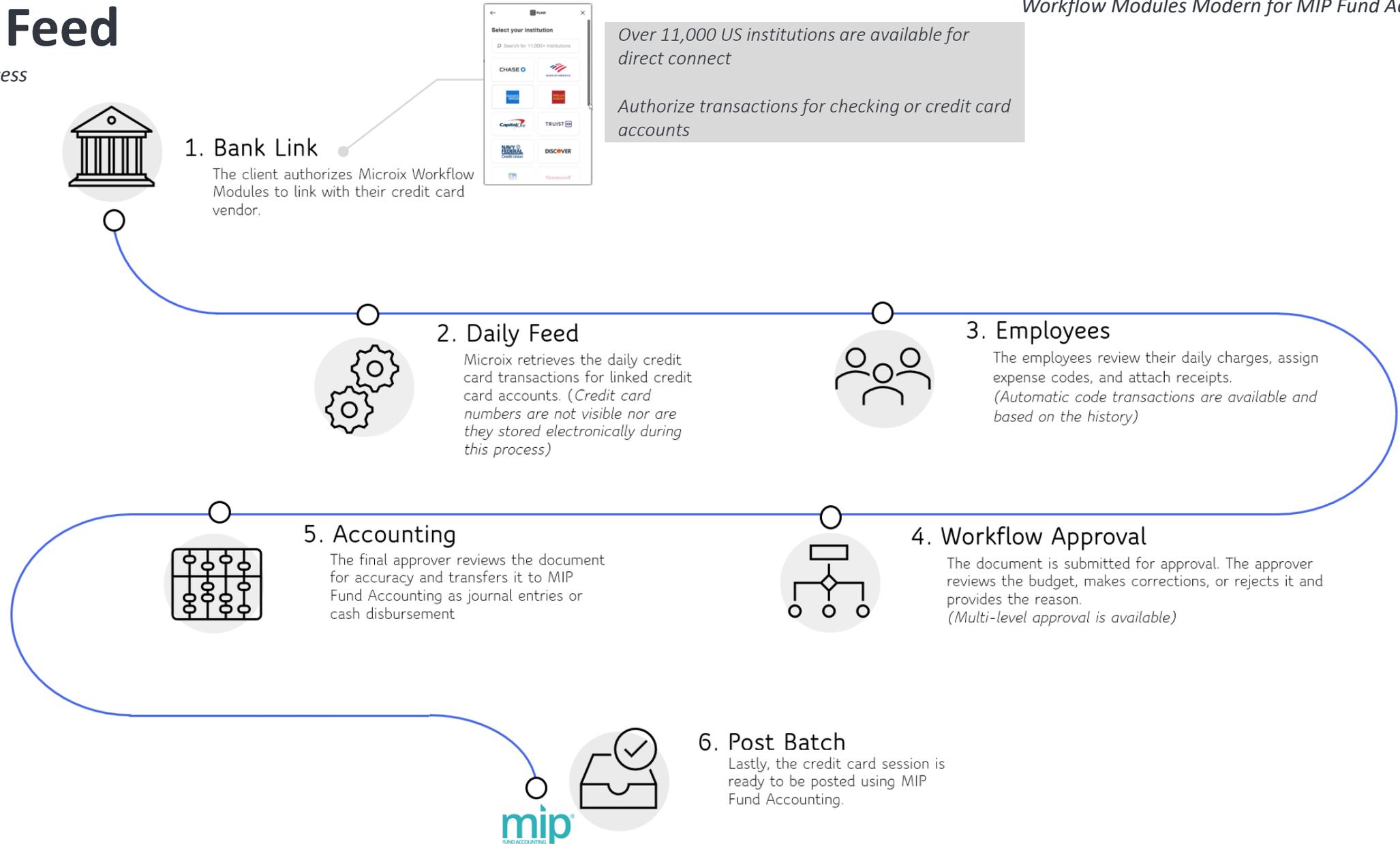


- Integration with Microix – Transactions linked to checking accounts can be transferred into Microix for approval and then posted as journal entries or cash disbursement in MIP Fund Accounting.

Bank Feed

Workflow Process

Workflow Modules Modern for 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

1. Log in to Workflow Modules Modern

2. Navigate to the left-side menu and locate the Bank Transaction and Click on dropdown menu

3. Click on Bank Feed

The screenshot displays the Microix Bank Feed interface. The browser address bar shows the URL <https://www.microixapps.com/BT/BankFeed>. The page title is "Workflow Modules Modern - NPS Training Organization". The left sidebar contains a navigation menu with the following items: Requisition/Purchase Order, Bank Transactions (with a dropdown arrow), Bank Feed (highlighted with a black box and the number 3), Bank Feed Reconciliation, Travel Reimbursement (with a "New" badge), Invoice Capture (with a "New" badge), Inventory Management (with an "In-Process" badge), Asset Tracking, TimeSheet (with an "RC" badge), Budget (with an "In-Process" badge), Reporting (with a "QA" badge), Maintenance, and Support. The main content area is titled "Bank Feed ID:23" and shows a list of transactions for "ANNA BELLE H MARTIN" with a balance of \$14,069.07. The transactions list includes columns for date, merchant, category, and amount. A search bar "Find Merchant..." is located above the list. The top right corner of the interface shows the user's name "Anna Belle H Martin" and a "Update" button. The bottom left corner of the interface displays the version "2025.001.4" and copyright information "Microix, Inc. © 2001-2025".

Date	Merchant	Category	Amount
05/15/2024	2005 - Audible	Shops, Digital Purchase	\$15.85
05/15/2024	2005 - Sam's Club	Shops, Warehouses and Wholesale Stores	\$201.81
05/15/2024	2005 - Panera Bread	Food and Drink, Restaurants	\$33.79
05/15/2024	2005 - Pizza Hut	Food and Drink, Restaurants, Fast Food	\$61.89
05/14/2024	2005 - GUSTO	Food and Drink, Restaurants	\$33.33
05/14/2024	2005 - Microsoft	Shops, Digital Purchase	\$480.80
05/14/2024	2005 - Amazon	Shops, Digital Purchase	\$37.61
05/14/2024	2005 - Microsoft	Shops, Digital Purchase	\$312.00
05/14/2024	2005 - Publix	Shops, Supermarkets and Groceries	\$8.19
05/14/2024	2005 - Microsoft	Shops, Computers and Electronics	\$31.79
05/13/2024	2005 - Carrabbas Italian Grill	Food and Drink, Restaurants	\$168.71
05/13/2024	2005 - Amazon	Shops, Digital Purchase	\$29.33
05/12/2024	2005 - QuikTrip	Travel, Gas Stations	\$77.41
05/11/2024	2005 - GoDaddy	Service	\$287.76
05/10/2024	2005 - Sam's Club	Shops, Warehouses and Wholesale Stores	\$50.00
05/10/2024	2005 - Chick-fil-A	Food and Drink, Restaurants, Fast Food	\$14.16
05/09/2024	2005 - Delta Air Lines	Travel, Airlines and Aviation Services	\$614.20
05/08/2024	2005 - Amazon	Shops, Digital Purchase	\$24.89
05/07/2024	2005 - Amazon	Shops, Digital Purchase	\$125.27
05/07/2024	2005 - Comcast	Service, Cable	\$271.57
05/07/2024	2005 - Source D Atlanta	Food and Drink, Restaurants	\$7,580.00
05/06/2024	2005 - eBay	Shops	\$583.00

Steps Involved Cont. 5-8

Bank Feed

5. Select transaction to attach receipt

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

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

The screenshot displays the 'Bank Transactions' interface. At the top right, the user's name 'elle H Martin' is shown with a profile icon and a 'Process' button. Below this is a toolbar with icons for 'History', 'Attach', 'Bank Feed', 'Process', 'Print', and 'Close'. A list of transactions is shown with columns for date, amount, category, and merchant. The selected transaction is '05/14/2024 \$8.19 Shops, Supermarkets and Groceries 2005 - Publix'. Below the list is a form for editing the transaction. The form includes fields for 'AccountID', 'DatePosted', 'Amount', 'Description', 'Merchant', and 'GL'. A 'Save' button is next to the 'GL' field. To the right of the form is a large area for uploading a receipt. The receipt is from Publix and lists items like 'FRENCH VANILLA', 'CRML MACCHIATO', and 'OAT CAKE CR COFF-MATE CHILLED'. A 'Process' button is located at the top right of the receipt area.

Date	Amount	Category	Merchant
05/15/2024	\$33.79	Food and Drink, Restaurants	2005 - Panera Bread
05/15/2024	\$61.89	Food and Drink, Restaurants, Fast Food	2005 - Pizza Hut
05/14/2024	\$37.61	Shops, Digital Purchase	2005 - Amazon
05/14/2024	\$312.00	Shops, Digital Purchase	2005 - Microsoft
05/14/2024	\$8.19	Shops, Supermarkets and Groceries	2005 - Publix

Form fields:

- AccountID: 2005
- DatePosted: 5/14/2024
- Amount: \$8.19
- Description: Shops, Supermarkets and Groceries
- Merchant: Publix
- GL: [empty]

Steps Involved Cont. 9-13

Bank Feed

Note: Doc No- Link to an approved purchase

Bank Feed ID:23

ANNA BELLE H MARTIN
\$14,069.07

Find Merchant...

05/15/2024 2005 - Audible Shops, Digital Purchase \$15.85

05/15/2024 2005 - Sam's Club Shops, Warehouses and Wholesale Stores \$201.81

05/15/2024 2005 - Panera Bread Food and Drink, Restaurants \$33.79

05/15/2024 2005 - Pizza Hut Food and Drink, Restaurants, Fast Food \$61.89

05/14/2024 2005 - GUSTO Food and Drink, Restaurants \$33.33

05/14/2024 2005 - Microsoft Shops, Digital Purchase \$480.80

05/14/2024 2005 - Amazon Shops, Digital Purchase \$37.61

05/14/2024 2005 - Microsoft Shops, Digital Purchase \$312.00

05/14/2024 2005 - Publix Shops, Supermarkets and Groceries \$8.19

05/14/2024 2005 - Microsoft Shops, Computers and Electronics \$31.79

05/13/2024 2005 - Carrabbas Italian Grill Food and Drink, Restaurants \$168.71

05/13/2024 2005 - Amazon Shops, Digital Purchase \$29.33

05/12/2024 2005 - QuikTrip Travel, Gas Stations \$77.41

05/11/2024 2005 - GoDaddy Service \$287.76

05/10/2024 2005 - Sam's Club Shops, Warehouses and Wholesale Stores \$50.00

05/10/2024 2005 - Chick-fil-A Food and Drink, Restaurants, Fast Food \$14.16

05/09/2024 2005 - Delta Air Lines Travel, Airlines and Aviation Services \$614.20

05/08/2024 2005 - Amazon Shops, Digital Purchase \$24.89

05/07/2024 2005 - Amazon Shops, Digital Purchase \$125.27

05/07/2024 2005 - Comcast Service, Cable \$271.57

05/07/2024 2005 - Source D Atlanta Food and Drink, Restaurants \$7,580.00

05/06/2024 2005 - eBay Shops \$583.00

Create AP Invoice

Accounts: Anna Belle H Martin

Distribution Code: Assets

Statement Reference: mm/yyyy

	Date Posted	Merchant	Amount	Doc No	Stmt Ref No
<input checked="" type="checkbox"/>	5/15/2024	Audible	\$15.85	Not Linked	N/A
<input checked="" type="checkbox"/>	5/15/2024	Sam's Club	\$201.81	Not Linked	N/A
<input checked="" type="checkbox"/>	5/14/2024	GUSTO	\$33.33	Not Linked	N/A
<input type="checkbox"/>	5/14/2024	Microsoft	\$480.80	Not Linked	N/A
<input type="checkbox"/>	5/15/2024	Panera Bread	\$33.79	Not Linked	N/A
<input type="checkbox"/>	5/15/2024	Pizza Hut	\$61.89	Not Linked	N/A
<input type="checkbox"/>	5/14/2024	Amazon	\$37.61	Not Linked	N/A
<input type="checkbox"/>	5/14/2024	Microsoft	\$312.00	Not Linked	N/A
<input type="checkbox"/>	5/14/2024	Publix	\$8.19	Not Linked	N/A
<input type="checkbox"/>	5/14/2024	Microsoft	\$31.79	Not Linked	N/A
<input type="checkbox"/>	5/13/2024	Carrabbas Italian Grill	\$168.71	Not Linked	N/A
<input type="checkbox"/>	5/13/2024	Amazon	\$29.33	EN-1152	
<input type="checkbox"/>	5/11/2024	GoDaddy	\$287.76	Not Linked	N/A
<input type="checkbox"/>	5/12/2024	QuikTrip	\$77.41	Not Linked	N/A
<input type="checkbox"/>	5/10/2024	Sam's Club	\$50.00	Not Linked	N/A
<input type="checkbox"/>	5/10/2024	Chick-fil-A	\$14.16	Not Linked	N/A
<input type="checkbox"/>	5/9/2024	Delta Air Lines	\$614.20	EN-1152	
<input type="checkbox"/>	5/8/2024	Amazon	\$24.89	Not Linked	N/A
<input type="checkbox"/>	5/7/2024	Amazon	\$125.27	Not Linked	N/A
<input type="checkbox"/>	5/7/2024	Comcast	\$271.57	Not Linked	N/A
<input type="checkbox"/>	5/7/2024	Source D Atlanta	\$7,580.00	Not Linked	N/A
<input type="checkbox"/>	5/6/2024	eBay	\$583.00	Not Linked	N/A
<input type="checkbox"/>	5/6/2024	Kani House Buford	\$128.76	Not Linked	N/A
<input type="checkbox"/>	5/5/2024	In Ventures	\$101.79	Not Linked	N/A
<input type="checkbox"/>	5/5/2024	Shell	\$85.71	Not Linked	N/A

Count: 53 Total: \$14,069 Selected: \$251

Process Cancel

9. Accounts

10. Distribution Code

11. Statement Reference

12. Select transactions

13. Click on Process

Bank Feed Reconciliation

Ensure each cardholder reconciles to an approved purchase order

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

1. Log in to Workflow Modules Modern

2. Navigate to the left-side menu and locate the Bank Transaction and Click on dropdown menu

3. Click on Bank Feed Reconciliation

Workflow Modules Modern

Search

- Requisition/Purchase Order
- Bank Transactions
 - Bank Feed
 - Bank Feed Reconciliation**
 - Travel Reimbursement
 - Invoice Capture
- Inventory Management
- Asset Tracking
- TimeSheet
- Budget
- Reporting
- Maintenance
- Support

Bank Feed Reconciliation

IN-PROCESS DOCUMENTS

Drag a column header here to group by that column

Document No	Date	Vend ID	Item Description	Cost
EN-1157	8/25/2024	CPA	101670-15 ml ophtha...	\$12.99
EN-1157	8/25/2024	CPA	104670-Neomycin-Po...	\$10.62
EN-1157	8/25/2024	CPA	8811000-Special brid...	\$16.75
EN-1162	8/28/2024	UNASSIGNED	104670-Neomycin-Po...	\$10.62
EN-1162	8/28/2024	UNASSIGNED	8811000-Special brid...	\$16.75
EN-1163	8/28/2024	UNASSIGNED	101670-15 ml ophtha...	\$25.98
EN-1164	8/29/2024	UNASSIGNED	104670-Neomycin-Po...	\$61.89

BANK FEED TRANSACTIONS

Link Status ↓

Link Status	Date Posted	Description	Amount	Merchant	Allocated
Link Status: Pending					
✓	5/14/2024	Shops, Digital P...	\$312.00	Microsoft	\$0.00
✓	5/14/2024	Shops, Digital P...	\$37.61	Amazon	\$0.00
✓	5/15/2024	Food and Drink...	\$61.89	Pizza Hut	\$0.00
Link Status: Incomplete					
✓	5/13/2024	Food and Drink...	\$168.71	Carrabbas Italia...	\$90.92
✓	5/14/2024	Shops, Comput...	\$31.79	Microsoft	\$25.87
✓	5/14/2024	Shops, Superm...	\$8.19	Publix	\$4.00
Link Status: Completed					
✓	5/15/2024	Food and Drink...	\$33.79	Panera Bread	\$33.79

Callout Box:

EN-1158	8/25/2024	Amazon	B00108JAYG-The Original Donut Shop Regular Keurig Single-Serve K-Cup Pods, Medium Roast Coffee, 72 Count (6 Packs of 12)	\$30.85
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Version: 2025.001.1
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microix

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

Workflow Modules Modern - NPS Training Organization

My Documents ID:3

Status ↑ ▾

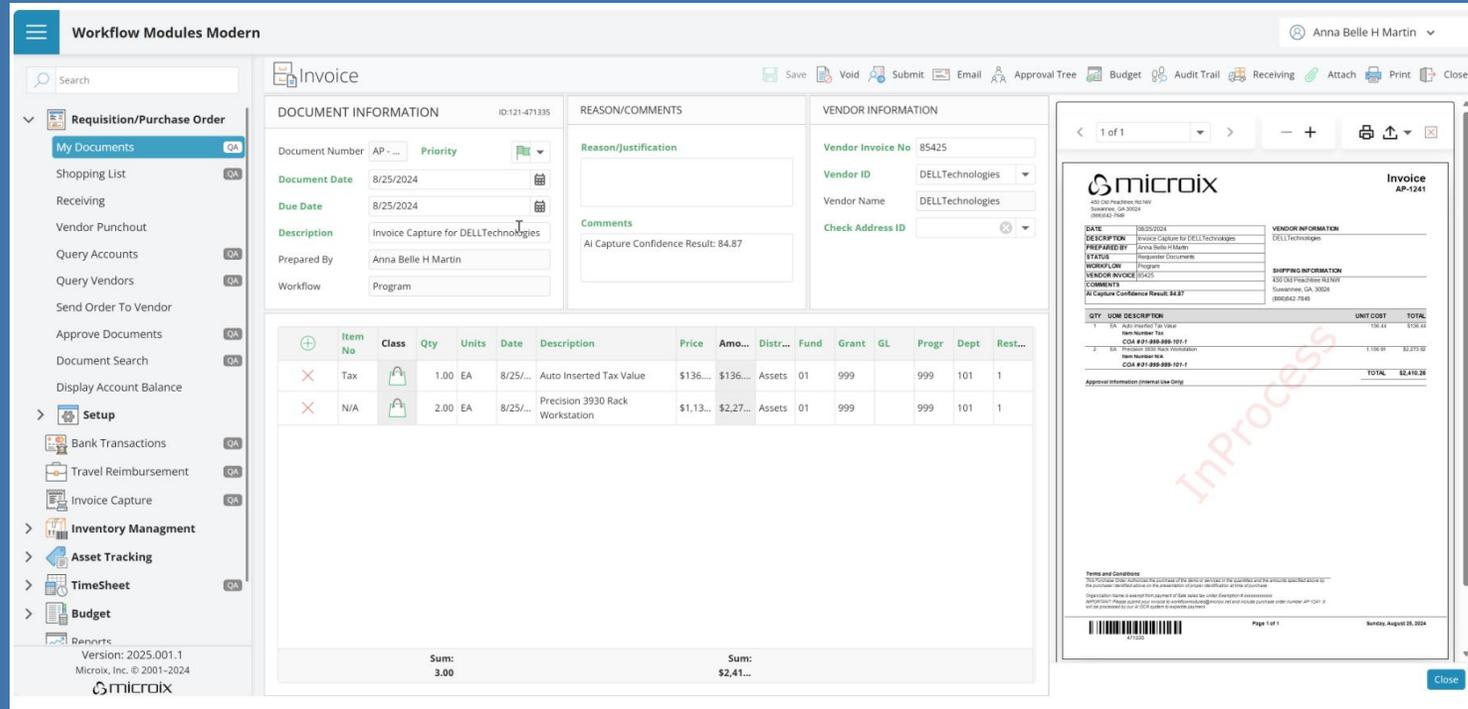
D...	Type	Document No	Reference ...	Date	Priority	Description	Workflow	Vendor Na...	Total	Session	% Comple...	Last Appr...	Attach...
0 - Requester													
1 - Manager (Anna Belle H Martin)													
	Invoice (Ai Capture)	AP-0001260	# 100	2/28/2025		Ai Captured Inv...	Finance	Bell - Southwes...	\$1,220,000				
	Purchase Order	EN-1177		1/8/2025		Desk	Microix -Test	ABC - ABC Offic...	\$450,000				
	Purchase Order (Cart)	EN-1167		10/15/2024		Document Crea...	Services Workfl...	ABC - ABC Offic...	\$55,490		100%		
Count: 4									\$2,945,490				
2 - Director (Frederick B Smith)													
5 - Grant Manager (Sam R Evening)													
10 - Accounting (Anna Belle H Martin)													
14 - Documents Transferred to Abila													
15 - Documents Voided													

Version: 2025.001.4
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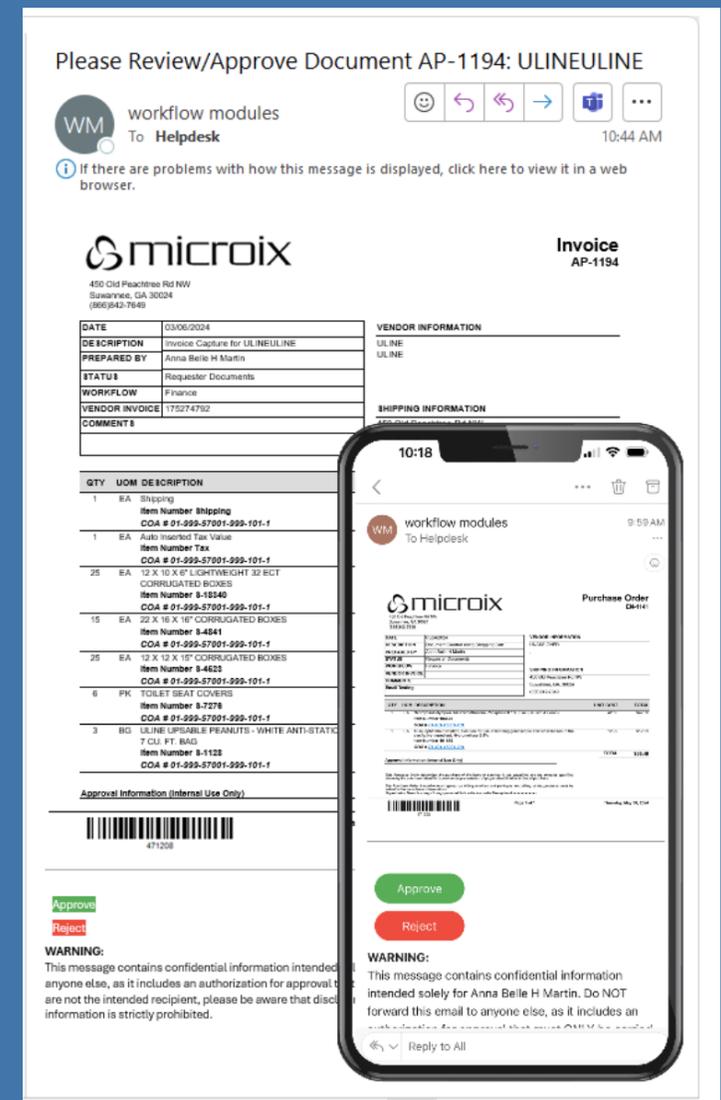
Count: 26 \$145,258,697

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

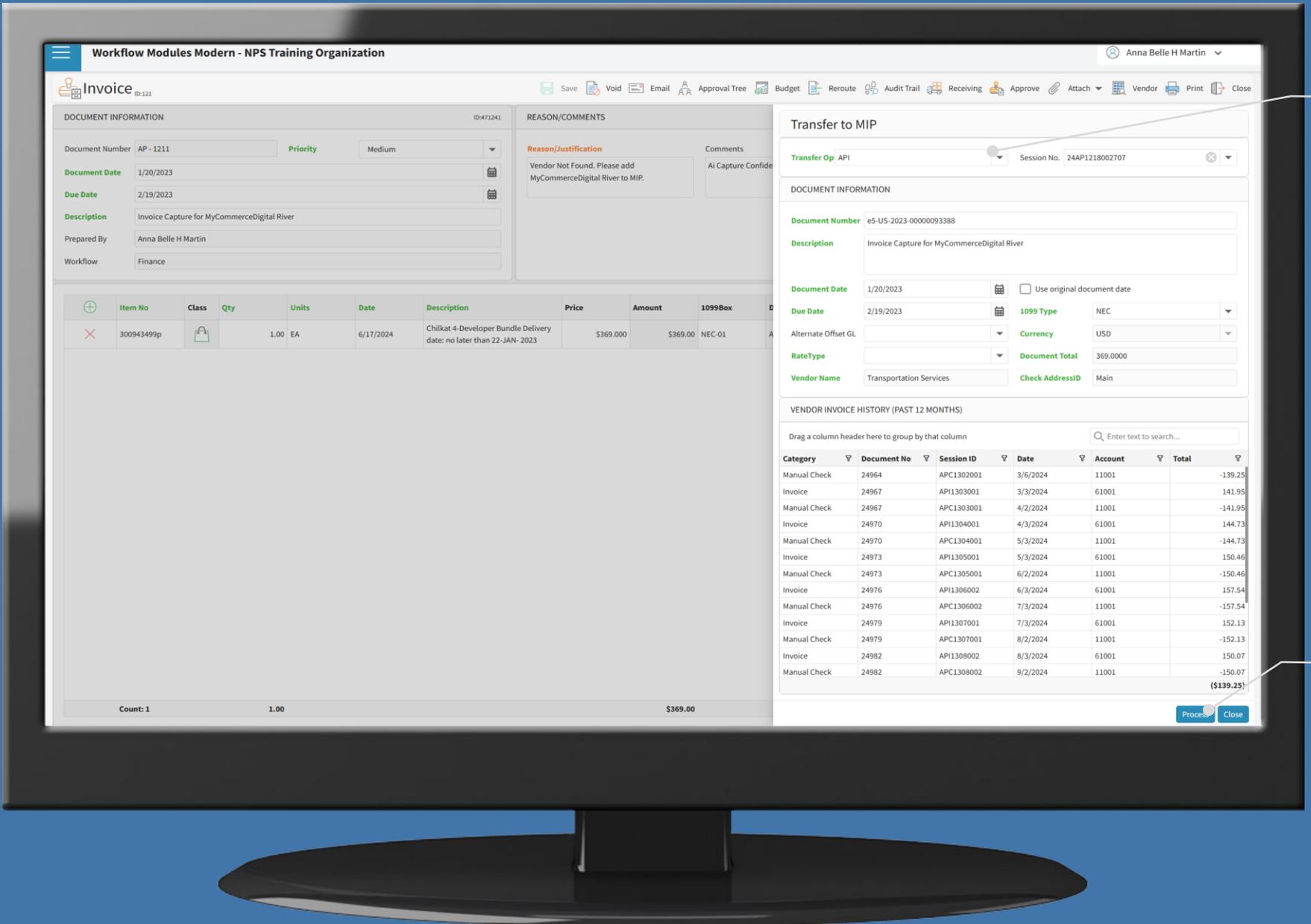


- Provide approvers the ability to modify the expense code or reject the invoice with a reason. The rejection note is communicated to the requester via email
- Review the invoice alongside a copy of the original PDF to ensure accuracy
- Implement a system to sort invoices based on their priority level
- Examine the document's audit trail to identify any alterations made prior to the invoice's receipt



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®



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

For a live demo, quote request, or any inquiries, reach out to us at sales@microix.net. Our team is ready to connect you with your MIP/Microix reseller.

Exclusive Feature

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

 **Explore More** Visit us at www.microix.net

 **Email:** sales@microix.net

 **Call:** 1-866-MICROIX (642-7649)