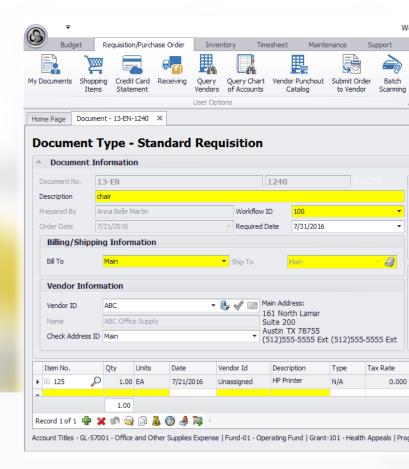# microix

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 Abila MIP Fund Accounting™ as an unposted encumbrance or accounts payable transaction.

Key Features:

- Real-time budget control allows users and approvers to view the latest financial data in Abila 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

- 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 Abila MIP Fund Accounting™
- Analyzes purchase activities by departments, users, vendors or items

Approve requisition via PC, tablet, or smart phone.

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