Workflow Modules 2015

User Guide

www.microix.net

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Part I

1 Introduction

Microix Workflow Modules consist of four modules (Budget, Requisition,Inventory and Timesheet) that are designed specifically to seamlessly integrate with Abila MIP Fund Accounting software. This user guide will introduce users to the concepts and procedures of creating and approving documents via the workflow process.

Included Topics:

- **Software Installation** - Contains information about installing the application on your local LAN or deploying it on a Terminal/Citrix Server and the technical requirements of each.
- **Budget Module** - Contains information on how to create and distribute budget worksheets, edit and submit budget documents for approval, budget individual employee salaries and benefits, approve submitted documents, create reports and finally, transfer budget documents to Abila MIP Fund Accounting Software.
- **Requisition Module** - Contains information on how to create and submit requisitions for approval, manage an item list, approve submitted documents, create reports and finally, transfer purchase orders to Abila MIP Fund Accounting Software.
- **Inventory Module** - Contains information on how to create inventory adjustments, check inventory stock level and valuation, build kits and assemblies, maintain a physical count, and complete picking or receiving.
- **Timesheet Module -** Contains information on how to create and submit timesheets for approval, manage requested leave, approve submitted timesheets, create reports and transfer timesheets to Abila MIP Payroll Module.
- **Maintenance -** This section is intended for system administrators. It contains detailed information about setting up your organization's workflow, users and security, options for customizing all four modules, and managing all the documents in the system.

Part II

2 Implementation Guidelines

Here are some recommended guidelines when implementing a new installation of Abila MIP Fund Accounting and Microix system:

- ✓ When creating a new Abila MIP FA database, never reduce default field lengths. You can increase them but try not to reduce their size. Additionally, try making the Distribution Code field length at least one character longer than the Employee ID field length. This will help us accommodate our custom "X distribution codes" for the *Timesheet Module*. If this cannot be done, we have alternative options.
- ✓ Abila MIP FA Payroll Module is required when implementing Microix Timesheets.
- ✓ Abila MIP FA Accounts Payable and/or Encumbrance Modules are required when implementing *Microix Requisition Module*.
- ✓ Abila MIP FA Budget Module is NOT required when implementing *Microix Requisition* or *Budget Module*. If you need a different budget version other than “Original” or “Revised”, then Abila MIP Budget Module would be required.
- ✓ When updating Abila MIP Fund Accounting product, all users should exit *Microix Workflow Modules*.
- ✓ If you are planning to upgrade both Abila MIP FA and Microix at the same time, always upgrade Abila MIP FA first before upgrading *Microix*.
- ✓ *Microix* email notification requires an SMTP mail server. Your IT team may be able to provide further information regarding SMTP mail servers.

Part III

3 Installation Guide

3.1 Hardware and Software Requirements

Please verify that your computer meets the minimum requirements for both hardware and software. *Microix* is also compatible with Virtual Servers running Microsoft Windows operating system.

Minimum Server Requirements for SQL Server/Express
Hardware Requirements
• Pentium-Class or Xeon processor (1.2 GHz or faster) • 2GB RAM • 200MB + (3 x Approximate database Size). This will need to increase as your database size increases. • A RAID array should be installed depending on your tolerance for disk failure. Microsoft recommends that write-caching capabilities of disk controllers be disabled (unless the manufacturer specifically specifies SQL Server database compatibility). • 10/100 Mbps ethernet connection from server to workstation
Software Requirements
• Microsoft™ SQL Server 2008R2 or higher (Express or Full Version) • Microsoft™ Windows 2008R2 Server or higher (including all updates and Service Packs) • Microsoft™ Dot Net Framework 3.5 • SMTP or MAPI Mail Server for sending emails • IIS 9.0 or higher is required for our Web Time Clock (100 people accessing your web page every day, may use as much as 50 Meg/day of your bandwidth (100 people x 50k). Multiple that by 30 days and you'll get a monthly total of 150 Meg/month.)
Licensed copy of Abila MIP Fund Accounting • Abila MIP FA Accounts Payable and/or Encumbrance Module is required for the Microix Requisition Module • Abila MIP FA Payroll Module is required for the Microix Timesheet Module • Abila MIP FA Budget Module is required for the Microix Budget Module ONLY if you need additional budget versions other than Original and Revised

Application Server for deploying over the Web using Terminal or Citrix Server (*Optional*)
Hardware Requirements
• Microsoft 2008R2 + Terminal Server or Citrix Server ***(REMOTE ACCESS ONLY)*** • Additional server access licenses are required by Microsoft/Citrix • RAM should be increased based on the total number of users who will be accessing the application simultaneously. The software will consume approximately 60MB of RAM per user

Minimum Workstation Requirements
Hardware Requirements
• Intel i3 processor or equivalent • 2GB RAM

Minimum Workstation Requirements
• 150 MB Free Hard Disk • 1360 x 768 screen resolution or higher • 10/100 Mbps ethernet connection from server to workstation • Local or network laser printer and or scanner if applicable (Terminal server may require additional third party software)
Software Requirements
• Microsoft™ Windows 7 or higher, including all updates and Service Packs: • Microsoft™ Dot net Framework 3.5

3.2 Server Installation

(IMPORTANT! Abila MIP Fund Accounting Server should be installed before installing *Microix Workflow Modules*)

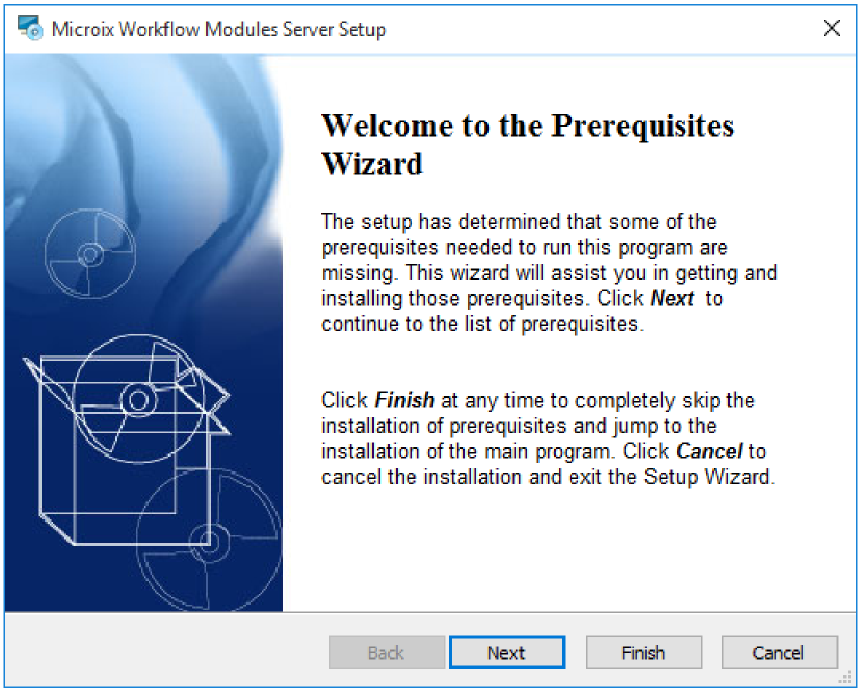
This guide includes combined instructions for both New and Upgraded installations of *Microix Workflow Modules* 2015 and higher.

Although there is only one executable (SETUP.EXE) for this install, the system actually runs separate wizards for each prerequisite's component. After a component is installed, the system displays a message before installing the next one. Every time the message is answered with a "Yes", the system launches the next installation wizard.

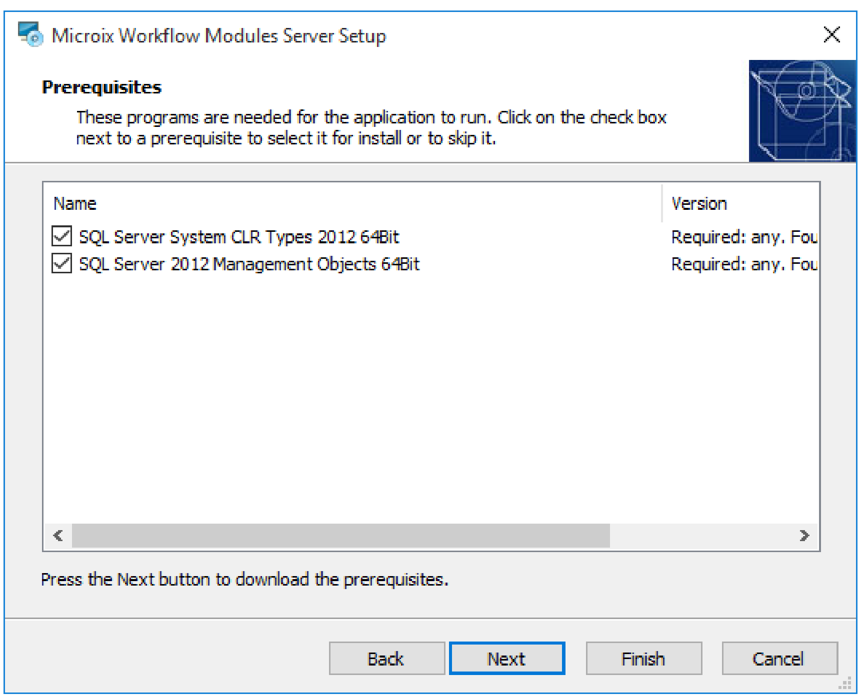
Run the SETUP.EXE file to begin the following process.

Follow the instructions on the screen to navigate through the wizard.

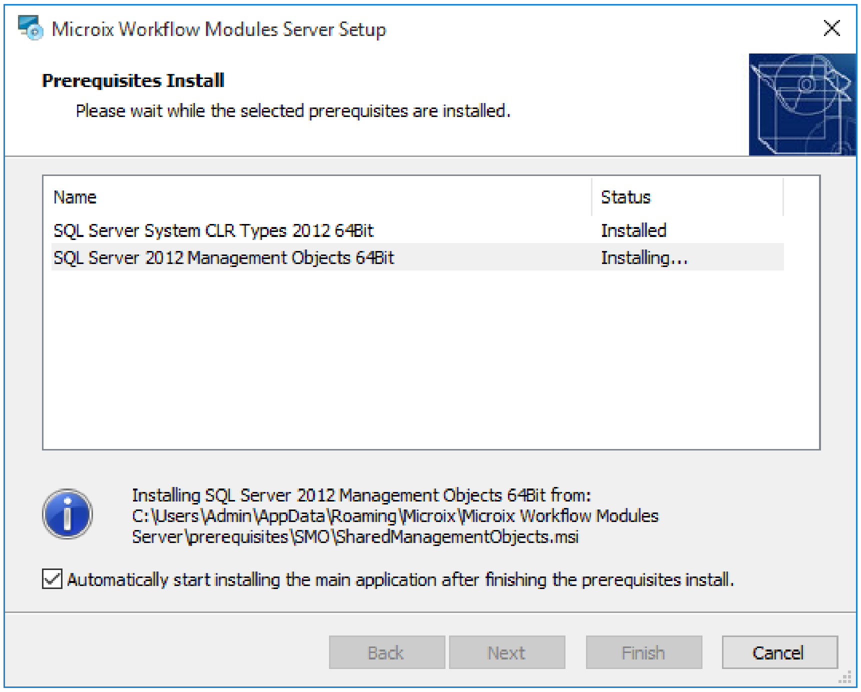
1. The Prerequisites Wizard will appear if the setup determined that some of the Microsoft components are missing from the target machine (**Note:** Admin permissions are required to perform installations on prerequisite files).



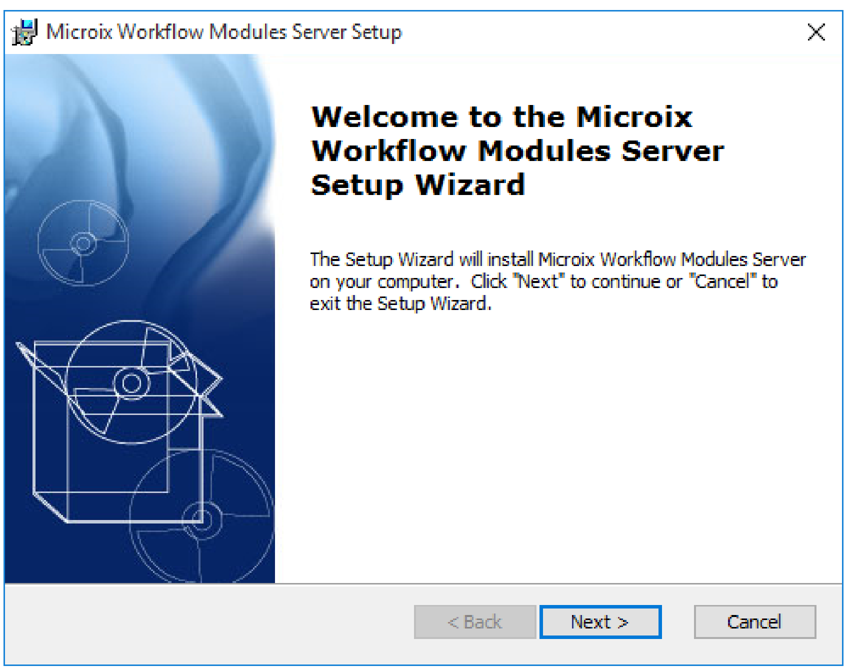
2. Click **Next** to display a list of Microsoft components that are required before setup can continue.



3. Installation of selected prerequisites will begin.

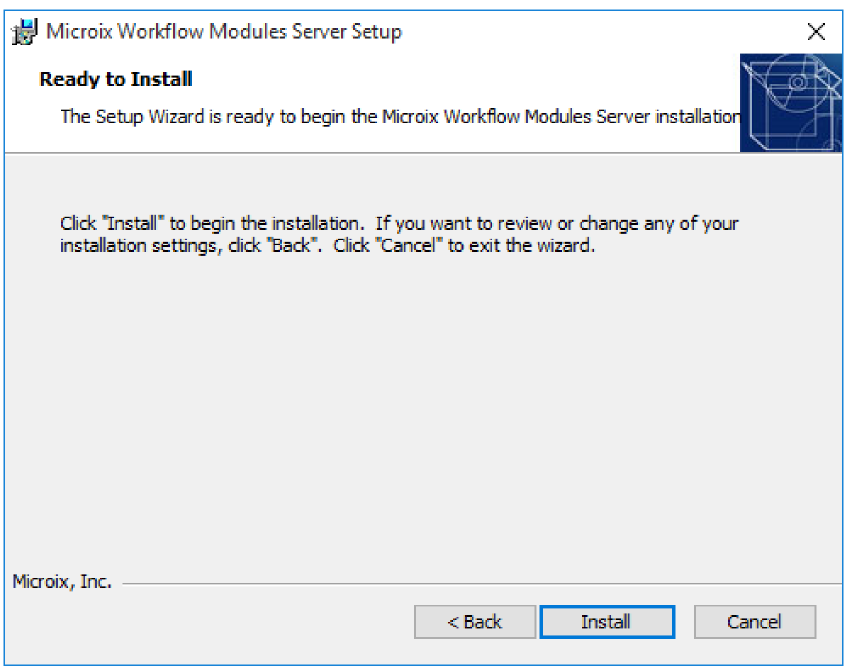


4. After the prerequisite files are completely installed, the "**Welcome**" wizard will appear to guide you through the installation of the Microix Server databases and Shared files.

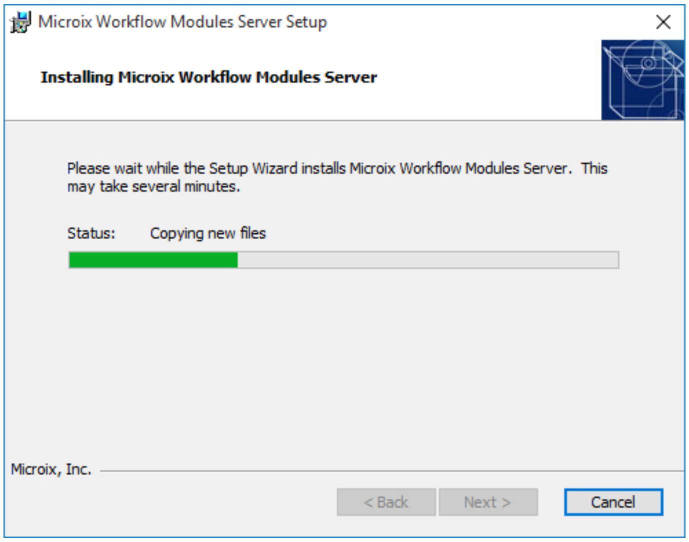


5. Click **Next**. The system displays the License Agreement panel. Read through the **End User License Agreement** and click on **Accept** if you agree with the terms.

6. The Setup Wizard is ready to begin, Click Install to start server installation.

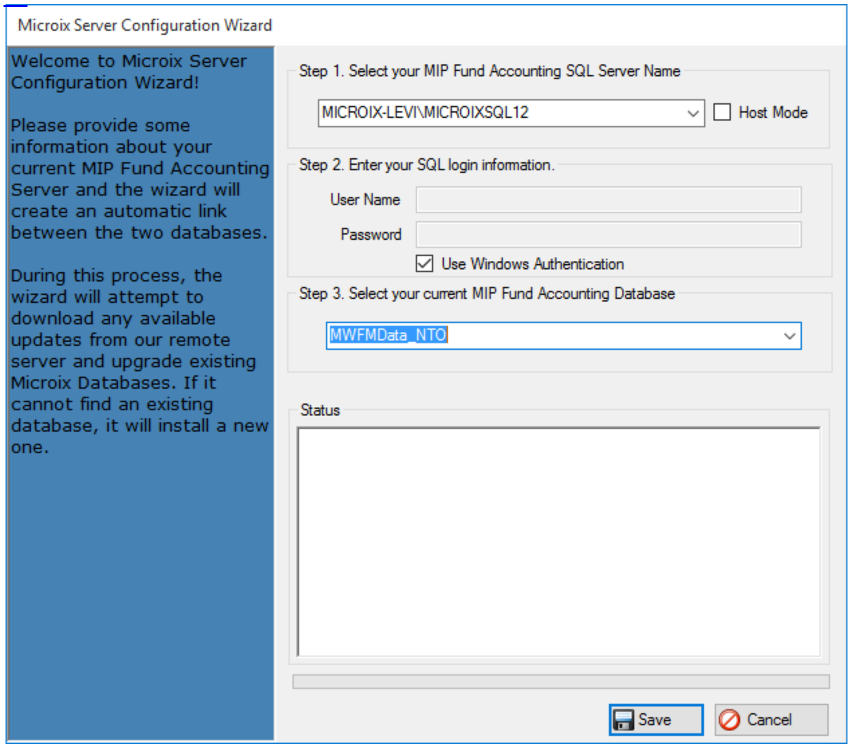


7. The installation process begins and a status bar displays the progress of the installation process.



8. At the end of the installation process, you will be prompted to enter the Server Configuration information:

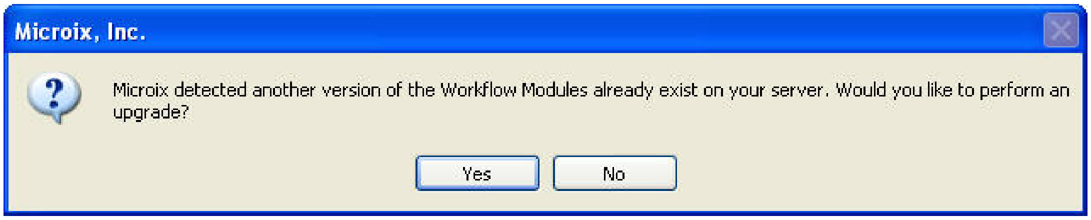
- Select the **Abila MIP FA SQL Server Name** from the drop-down list. If it is not in the list, you can enter it manually.
- Enter your **SQL login information** (click on the check box "Use Windows Authentication" if you do not know the SQL login information).
- Select the **Abila MIP FA Database** name.
- Click on the **Save** button to finalize the connection between Microix and Abila MIP FA database.



9. Proceed to the 18 *Microix Workflow* 18 Workstation installation. 18

For Existing Microix Users:

Microix Workflow Modules 2015 setup will automatically detect the existence of a previous version of a *Microix* database and will prompt you to upgrade.



Click Yes to upgrade the existing copy of Microix and continue with new installation *(Note: This will not uninstall the existing copy of Workflow Module).*

3.3 Microix Share

After the *Microix* Server Component is successfully installed, a ***Microix*** Share directory will be created on the root of your C:/ or D:/ drive. It includes the setup files for the workstation installation and some additional folders that are used during upgrades.

The *Microix* Share Folder will be shared automatically during the server installation and is given default read/write permissions to the user "Everyone". There are times when the installation process fails to perform this task due to security issues. Follow the instructions below to manually share this folder and give the required permissions to access the folder.

The *Microix* Share folder can be relocated to another drive by simply copying the entire folder and pasting it to a new location. The directory should be made available to every workstation with read/write privileges.

How to Manually Share the "*Microix*" Folder:

1. Click **Start>All Programs>Accessories**, and then click **Windows Explorer.**
2. Expand **My Computer**, and then click the drive or folder where the Microix Share folder is located.
3. Right-click on the folder, and then click **Sharing and Security.**
4. Click **Share this folder** and enter the shared name as "***Microix* Share**".

How to Manually Configure Shared Permissions:

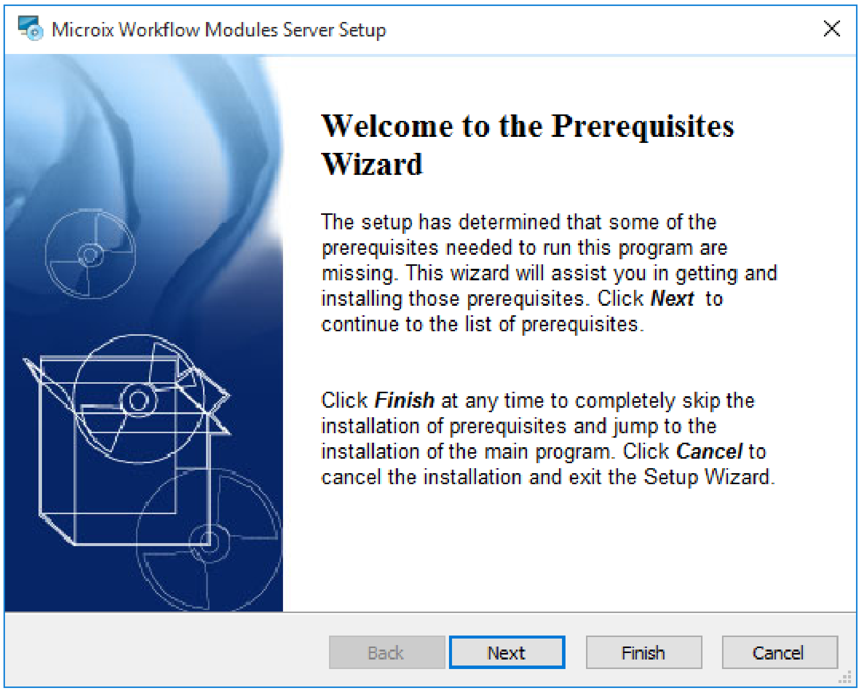
1. On the Sharing tab, click **Permissions** and then click **Add**.
2. Select the group account "Everyone" or "Domain Users" and grant read/write privileges.
3. Click **OK** to complete the process.

3.4 Workstation Installation

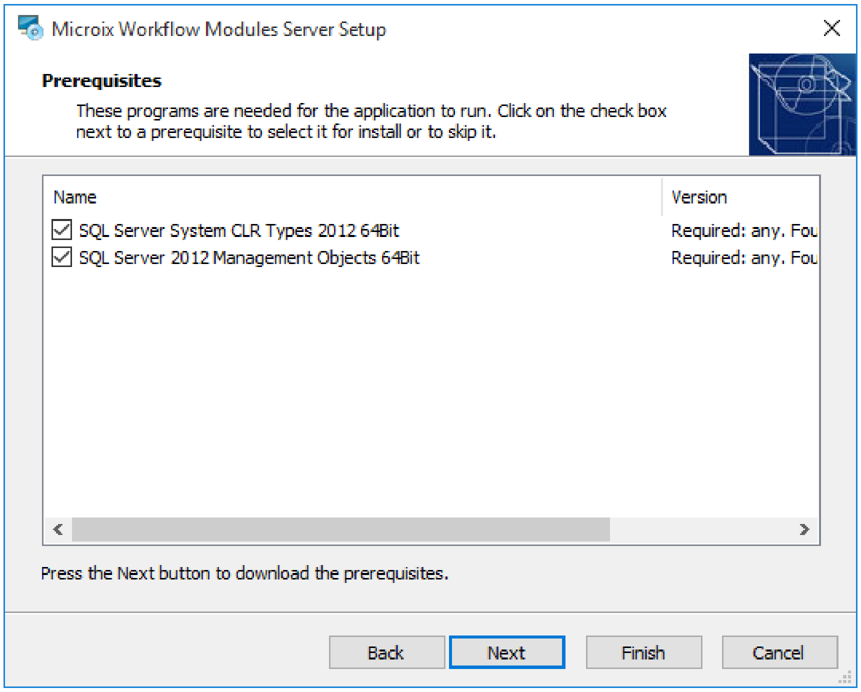
After installing the *Microix* Server, the data folders and workstation installation files are stored on the machine that is functioning as your Abila MIP Fund Accounting Server.

NOTE: You must access \\SERVERNAME\Microix Share using a UNC Path, not a mapped drive.

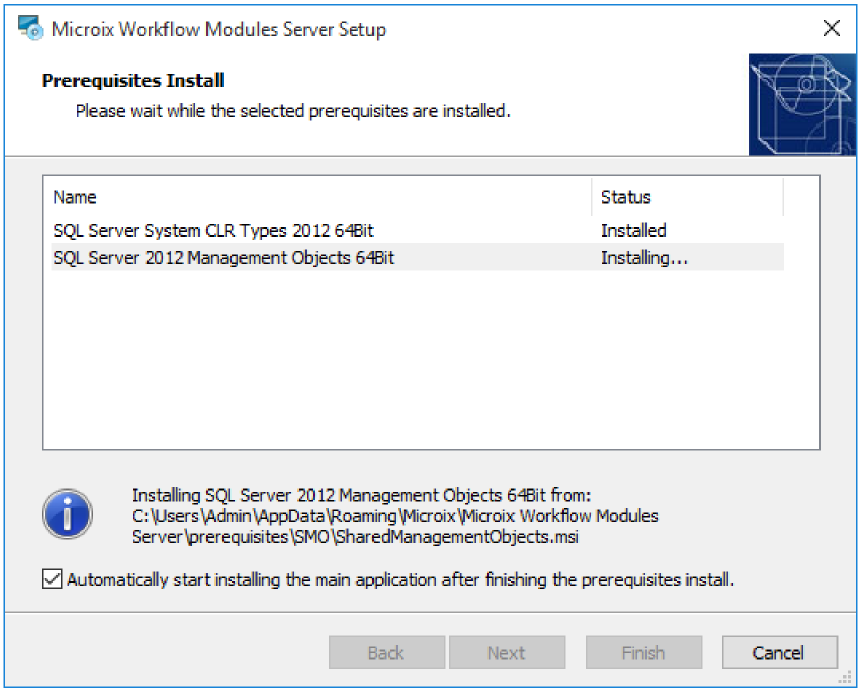
1. Browse to the ***Microix* Share\Setup** directory on the server and double-click **setup.exe**
2. The Prerequisites Wizard will appear if the setup determined that some of the Microsoft components are missing from the target machine (**Note**: Admin permissions are required to perform installations on prerequisite files).



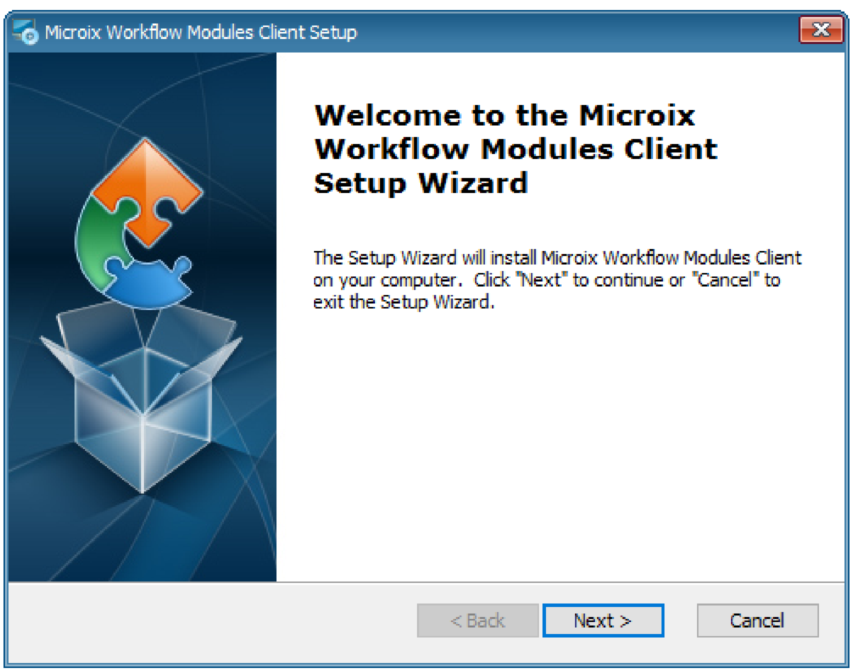
3. Click **Next** to display a list of Microsoft components that are required before setup can continue.


Microix Workflow Modules Server Setup
Prerequisites
These programs are needed for the application to run. Click on the check box next to a prerequisite to select it for install or to skip it.
Name
Version
SQL Server System CLR Types 2012 64Bit
Required: any. Fou
SQL Server 2012 Management Objects 64Bit
Required: any. Fou
Press the Next button to download the prerequisites.
Back
Next
Finish
Cancel

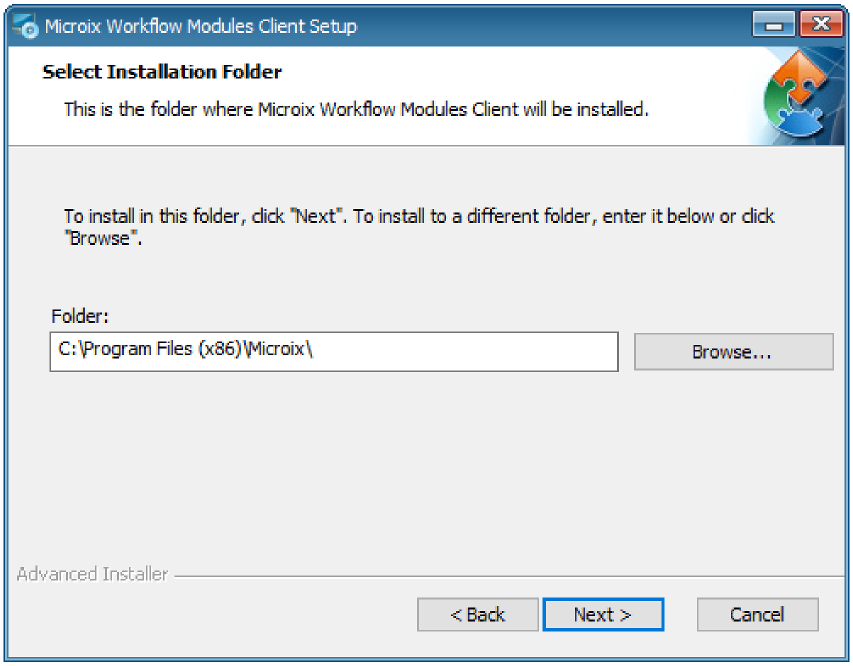
4. Installation of selected prerequisites will begin.



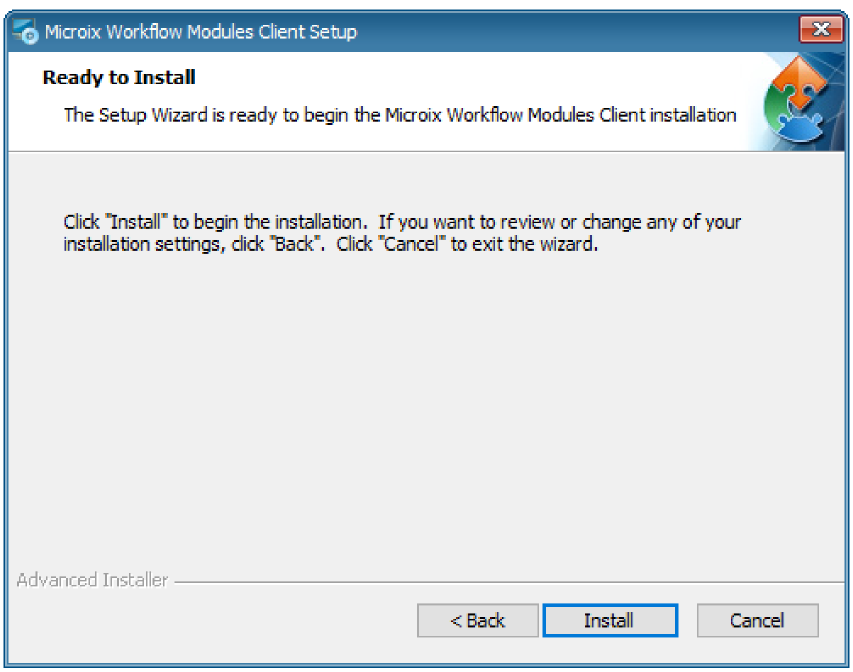
5. After the prerequisite files are completely installed, the "**Welcome**" wizard will appear to guide you through the rest of the installation process.



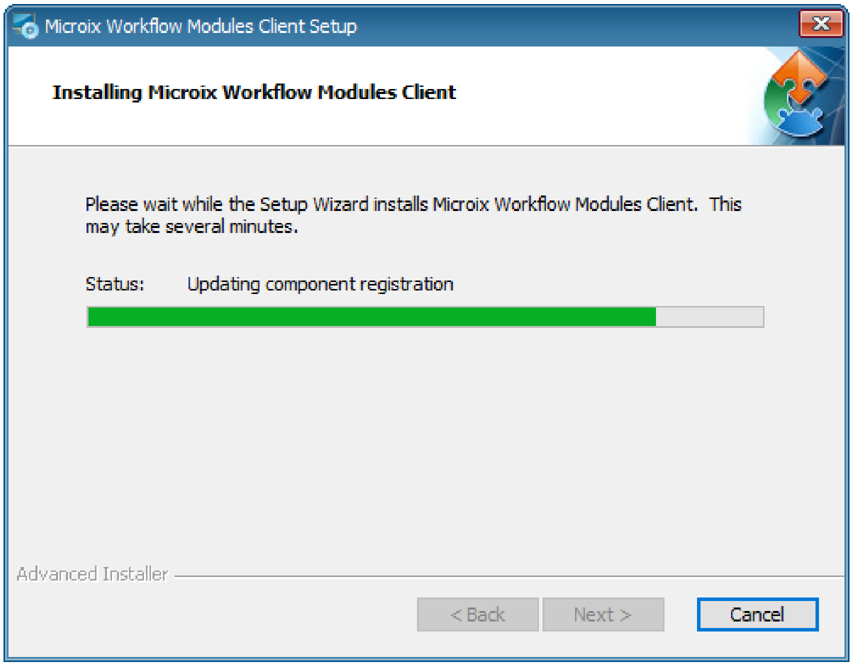
6. Select the Installation Folder where you would like to install *Microix*.



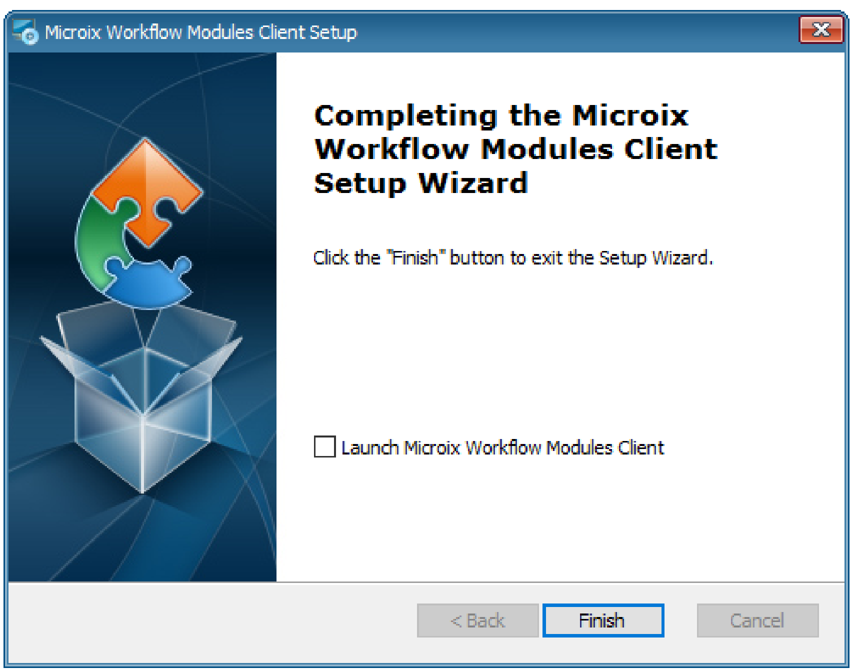
7. Click Install to start the workstation installation.



8. The installation process begins and a status bar displays the progress of the installation.



9. Click **Finish** to complete the installation.



Note: It is only necessary to reboot your computer at the end of the installation process if you are prompted to do so.

See Register Product 199 for instructions on activating your purchased modules.

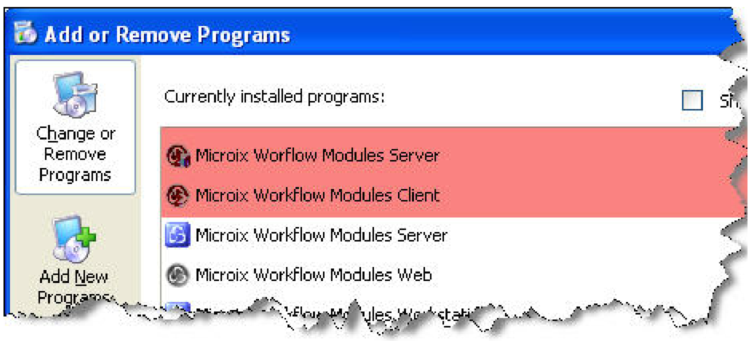
3.5 Uninstall Workflow Modules

Removing the Workstation Component

1. Go to Start>Settings>Control Panel.
2. Double-click **Add/Remove Programs**.
3. Select "Microix Workflow Modules Workstation" and then click **Remove**.

Removing the Server Component

1. Go to Start>Settings>Control Panel.
2. Double-click **Add/Remove Programs**.
3. Select "Microix Workflow Modules Server" and then click **Remove**.

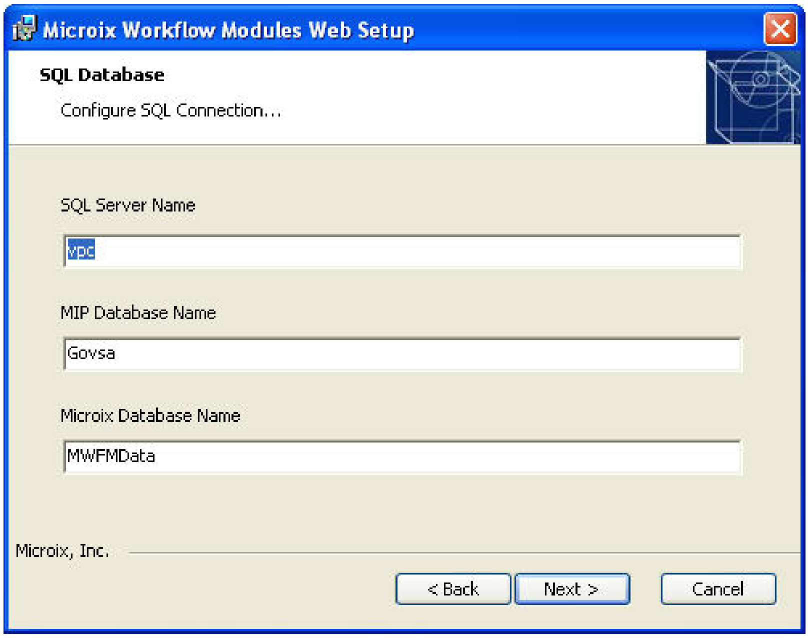


3.6 Web Time Clock Installation

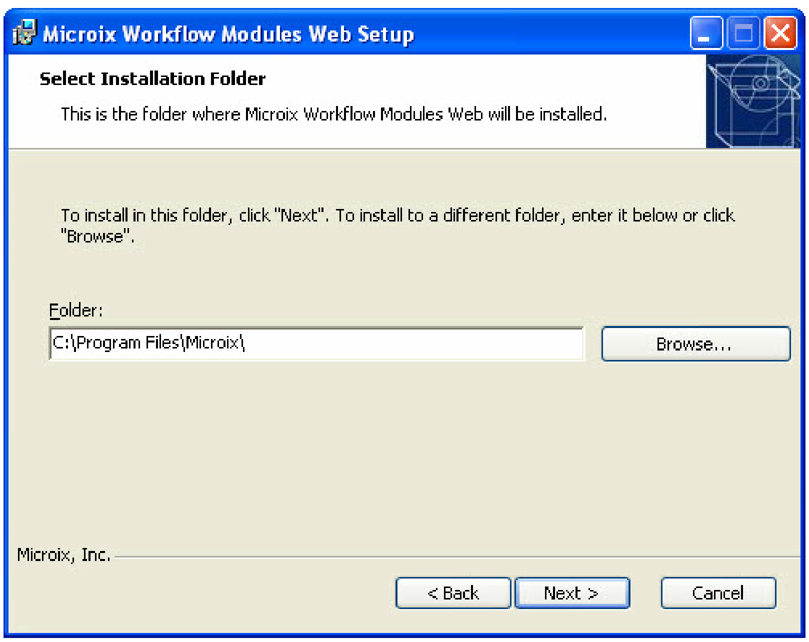
Copy the installation files onto the Server running Microsoft IIS Service. Double click on the setup.exe file to begin.

Follow the instructions on the screen to begin the installation process.

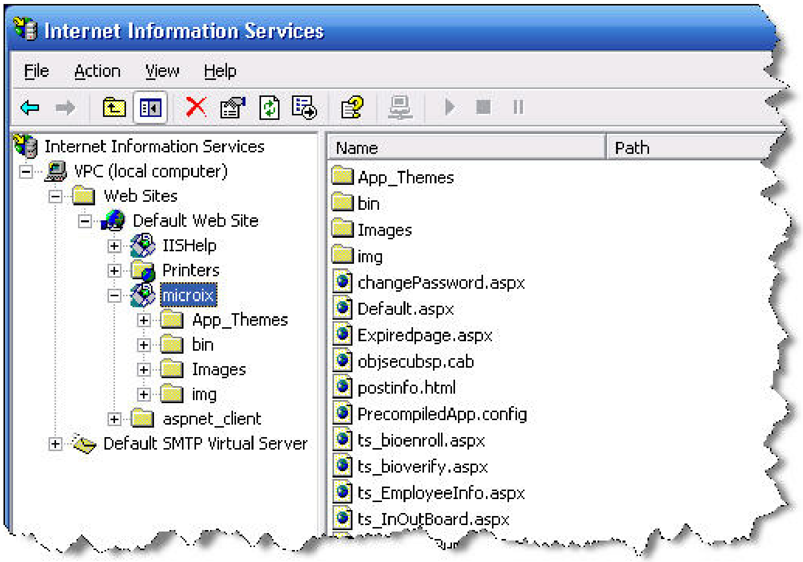
1. Enter the SQL Server Name, Abila MIP FA and Microix Database Name.



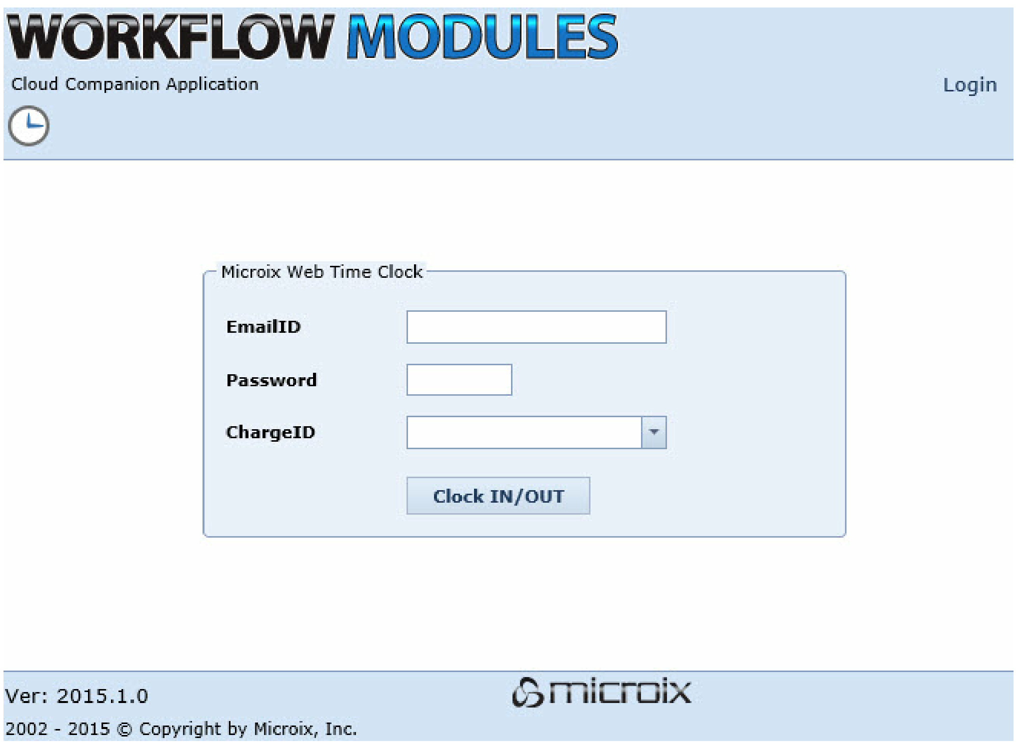
2. Accept the default location or use the browse button to select a new installation folder.



3. After the installation process finishes, a Virtual Directory called "Microix" will be added to your IIS Server and the necessary configurations will be completed automatically.



4. To open Microix Web Time Clock, browse to the following path: **http://webservername/microix/default.aspx**



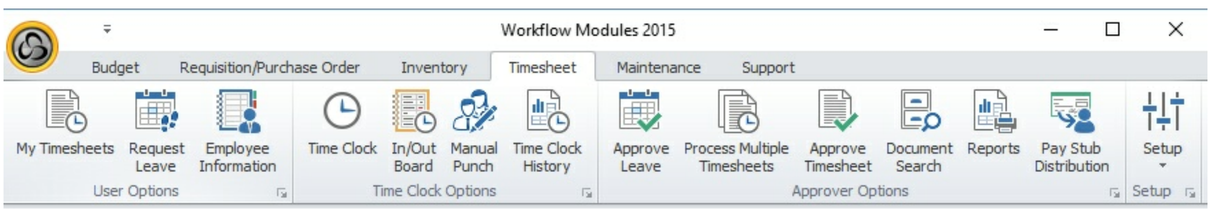
Part IV

4 Timesheet Module

4.1 Introduction

Microix Timesheets make tracking time and labor distribution easier for each member of your organization. The software provides managers visibility into the activities of their employees. *Microix* utilizes the same processing groups, earnings, leave and distribution codes as your current Abila MIP Fund Accounting Software. *Microix Timesheets* is simply a much more efficient way to handle your time and labor distributions for Abila MIP FA Payroll Module.

Highlights:
- Easy to navigate and use
- Simple and easy learning curve.
- Holiday, sick and vacation tracking.
- Assign employees to cost centers to limit what charges they can enter time.
- Enter 'bulk' time for groups of employees.
- Access to control group options limit user's access to screens and reporting.
- Multi-level approval process.



Menu Item	Description
My Timesheets 42	This section displays a list of all timesheets for the logged in user. It also allows you to perform the following tasks: 1. Create a new timesheet. 2. Edit existing timesheets that are not yet submitted for approval. 3. Retrieve any timesheet you have created in the system. 4. Recall a timesheet that was submitted for approval but not yet approved.
Request Leave 46	This button enables employees to request present or future leave.
Employee Information 47	Employees can access their basic demographic and payroll data that is stored in Abila MIP FA Payroll Module.
Time Clock 48	Password authentication that allows a user to clock in/out.
In/Out Board 50	Displays employee's clock in/out entries for a specific date.
Time Clock History 51	Query your time clock data by a date range.
Manual Punch 51	Allows employees to create a missed punch.

Menu Item	Description
Approve Leave 52	Allows an approver to approve or deny requested leave.
Process Multiple Timesheets 53	This menu item allows the following tasks: 1. Edit and/or modify employee's time clock entries. 2. Create preliminary timesheets for time clock employees. 3. Create timesheets for multiple employees.
Approve Timesheet 57	Approve timesheets or make any modifications before approving.
Reports 59	Displays a list of all reports available to the timesheet and time clock applications.

4.2 Timesheet Module Checklist

NOTE: All employees and their default timesheets must exist in Abila MIP FA Payroll Module before adding them to the Microix Workflow Modules system (try to avoid using special characters as part of the employee ID).

Check list of items for implementing the *Timesheet Module*

- ✓ Import employees 145 from Abila MIP FA Payroll Module.
- ✓ Create approval level 172 titles - activate all possible approval level that will be used later when you are setting up the approval process.
- ✓ Create and setup organization workflows 169
  - Requesters 153 - all employees who will be creating timesheets or clocking in/out.
  - Approvers 155 - supervisors/managers who will be approving submitted timesheets.
  - Restrict distribution codes 164 - limit employees to specific charge codes.
- ✓ Define document numbering 174 schema - is used to automatically assign each timesheet with a unique number.
- ✓ Assign user permissions 147 - for access to each ribbon menu item.
- ✓ Configure timesheet options.
- ✓ Configure pay dates and pay periods.
- ✓ Configure shift codes and paid holidays.
- ✓ Configure overtime rule.
- ✓ Assign employee default 33 charge code, earning code, overtime code (if applicable) and shift code.

✓ Configure application options 169:
- Enter the SMTP mail server information.
- Change the default password for the admin account recommended before going live).

Check list items for ongoing maintenance

Adding new employees

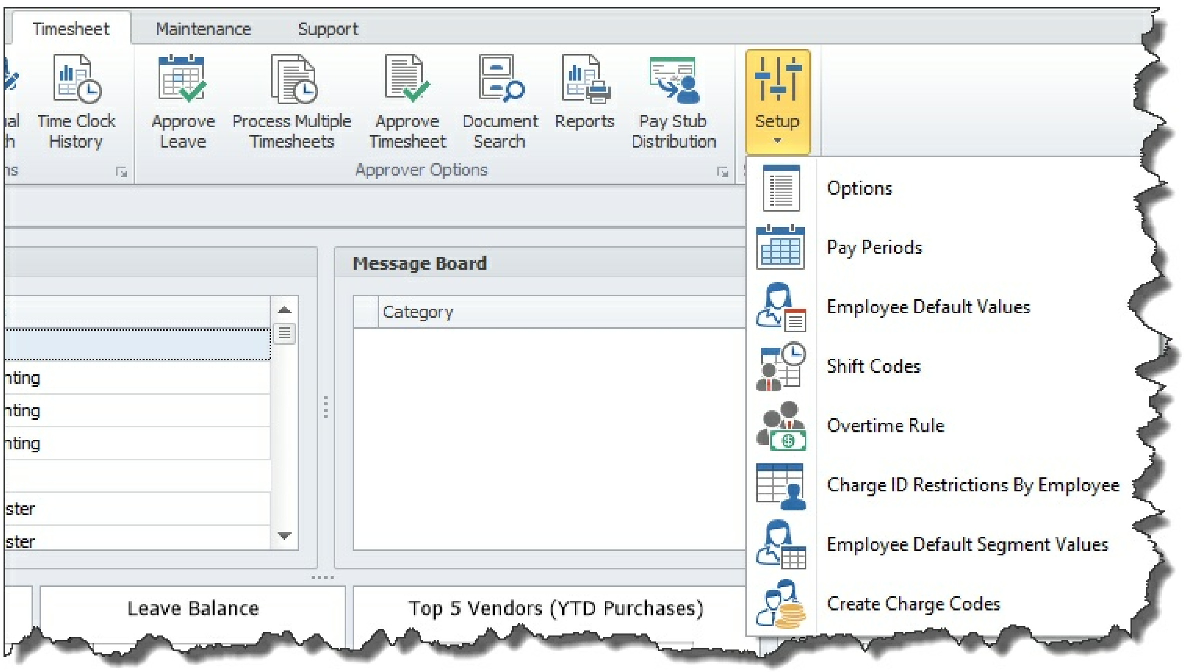
- ✓ Import 145 employee information from Abila MIP FA Payroll Module.
- ✓ Assigning employees to a workflow 153.
- ✓ Assign permissions 147.
- ✓ Assign default 33 charge code, earning code, overtime code (if applicable) and shift code.

Terminating an employee
✓ Remove user 153 from workflow.
✓ Inactivate user 143.

Annual maintenance
✓ Configure new pay dates and pay periods.
✓ Edit shift codes to update new year holidays.

4.3 Set Up

The purpose of this section is to setup default values and define other business rules for creating timesheets.



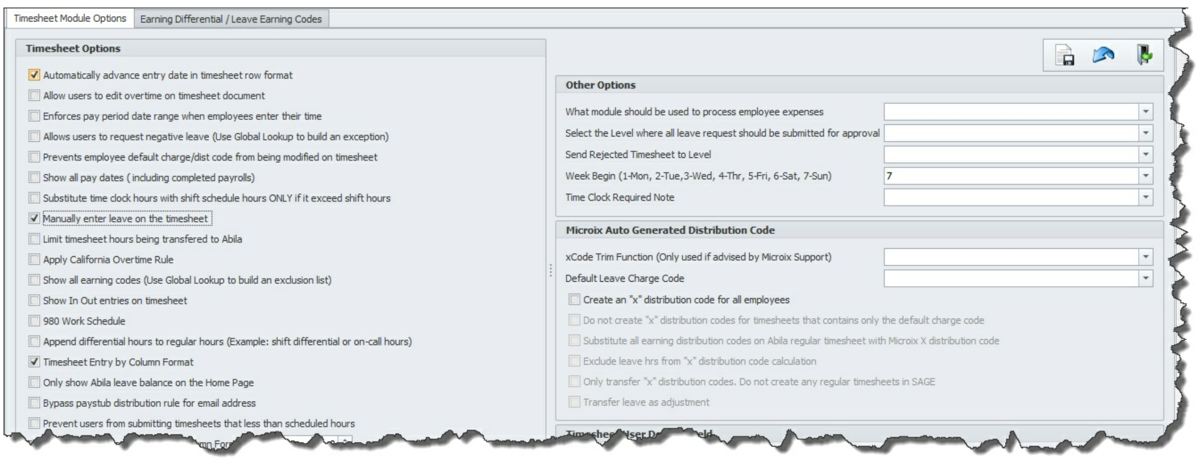
Functions	Descriptions
Options	The purpose of this section is to setup default options for the *Timesheet Module*.
Pay Periods	Imports each processing group from Abila MIP FA Payroll Module. This process should be done annually.
Employee Default Values	Setup employee default values (i.e. Badge Id, Charge ID, Earning ID, Shift Code, Overtime, etc.)
Shift Codes	**Shift Codes** are used to define work schedule, rounding criteria and paid holidays for employees.
Overtime Rule	Setup overtime rules for eligible employees.
Charge ID Restrictions By	Add/remove charge codes for each employee.

Employee

Employee Default Segment Values	Maintain the default segments associated with an employee.
Create Charge Codes	Create and view charge codes and the associated segments.

4.3.1 Options

Select the **Timesheet Module Options** tab from the **Setup** menu. Check the box to the left of the option to control the functions that a user can perform. The following window displays a list of all the functions that open on the screen.



Timesheet Options

- Automatically advance entry date in timesheet row format.
- Allow users to edit overtime in timesheet document.
- Enforces pay period date range when employees enter their time.
- Allows users to request negative leave.
- Prevents employee default charge/distribution code from being modified on timesheet.
- Show all pay dates (including completed payrolls).
- Substitute time clock hours with shift schedule hours ONLY if it exceed shift hours.
- Manually enter leave on the timesheet.
- Limit timesheet hours being transferred to Abila MIP FA Payroll Module.
- Apply California overtime rules.
- Display all earning codes instead of what is available on the default timesheet.
- Show in/out entries on timesheet.
- Accommodates 980 work schedule.
- Append differential hours to regular hours (example- shift differential or on-call hours).
- Timesheet entry by column format.
- Only displays Abila leave balance on the **Home Page**.
- Bypass paystub distribution for email address.
- Prevent users from submitting timesheets that are less than scheduled hours.
- Timesheet entry incremental value (column format).

Other Options

- What module should be used to process employee expenses?
- Select the level where all leave requests should be submitted for approval.
- Send rejected timesheet to level.

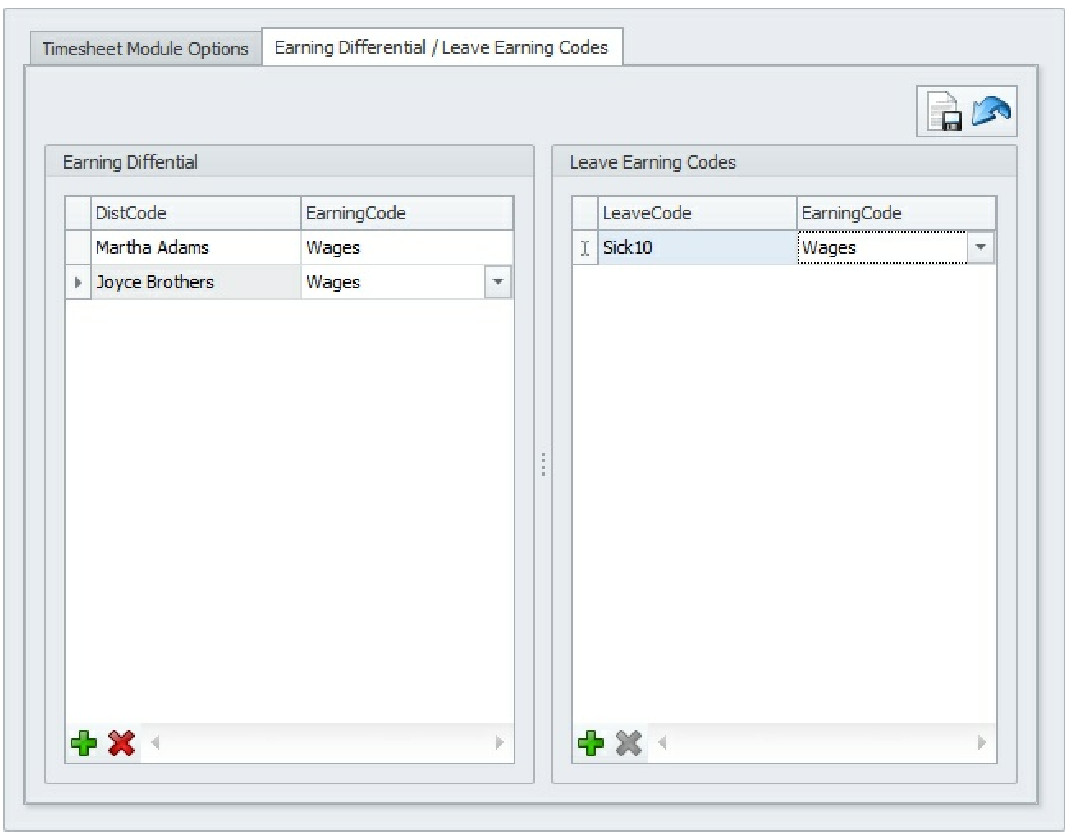
- Week begin (day of the week).
- Time clock required note.

Microix Auto Generated Distribution Code
- **xCode Trim** function (only used if advised by Microix Support).
- Default leave charge code.
- Create an "x" distribution code for all employees including timesheets that have only one transition code.
- Do not create "x" distribution codes for timesheets that only include the default charge code.
- Substitute all earning distribution codes on Abila MIP FA regular timesheet with Microix "x" distribution code.
- Exclude leave hours from "x" distribution code calculation.
- Only transfer "x" distribution codes and leave. Do not create any regular timesheets in Abila MIP FA Payroll Module.
- Transfer leave as adjustment.

Timesheet User Defined Field
- Display user defined field column1.
- Display user defined field column2.

4.3.1.1 Earning Differential / Leave Earning Codes

This form displays the **Earning Differential** and **Leave Earning codes**.



Field/ Button	Description

Click on this button to **Save** the changes.

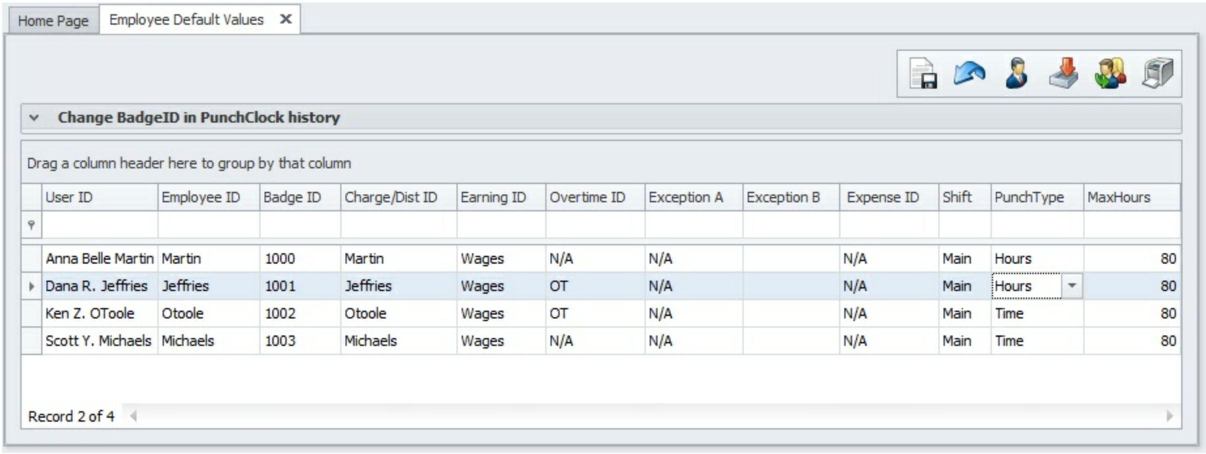
This button allows you to **Undo** the last edit.

Click on this button to **Add** a new line item.

This button allows you to **Delete** the selected line item.

4.3.2 Employee Default Values

Use this form to configure default values for each employee.



Items/ Buttons	Descriptions
User ID	This column lists the names of all employees currently present in the system.
Employee ID	The value in this field should match the **Employee ID** value in Abila MIP FA Payroll Module. Microix will automatically populate the **Employee ID** when employees are imported from Abila MIP FA Payroll Module.
Badge ID	The **Badge ID** column is required for all employees who will be clocking in/out. The value is automatically assigned when you change the employee punch type to TIME. The **Badge ID** numerical sequence is determined by the CLK value found in the Global Options>Document Number 174 tab.
Charge/ Dist ID	Enter a default distribution code for each employee. By default, Microix will use the employee's distribution code from Abila MIP FA Payroll Module default timesheet.
Earning ID	Enter a default earnings code for each employee. By default, Microix will use the employee's earning code from Abila MIP FA Payroll Module default timesheet.
Overtime	If the employee receives overtime, enter the overtime code for the qualified

ID employee. This field is not required for overtime exempt employees.

Overtime 38 rule should be created before assigning a value in this column.

Exception A Reserved for California overtime rule.

Exception B Reserved for California overtime rule.

Expense ID This feature is obsolete.

Shift Code **Shift Codes** contain a set of rules that may apply to all or specific employees. Here is a list of rules associated with a shift code:

1. Identifies all the paid holidays.
2. Determines the clock in/out rounding rules.
3. Automatically deducts lunch for time clock users.
4. Identifies employees that work past midnight.
5. Hours per day schedule.

The **Shift Code** must be configured before assigning a value in this column.

Punch Type Select a punch type for each employee (this is a required field):

1. Hours - employees who will be completing their timesheets based on hours per day.
2. Time - employees who will be utilizing a time clock hardware or the PC, to clock in/out.

Max Hours If you would like to restrict the total hours that are transferred to Abila MIP FA Payroll Module regular timesheets, then enter a value in this field. Enter the number **0** in this column if you do not want to restrict the total hours.

This column will have no effects unless you select the "Limit Timesheet..." option located in the Timesheet>Setup>Options menu.

Click on this button to **Save** the form.

Click on this button to **Undo** the changes made to the employee default values.

Click on this button to **Synchronize** all Employee IDs between Abila MIP FA Payroll Module and Microix.

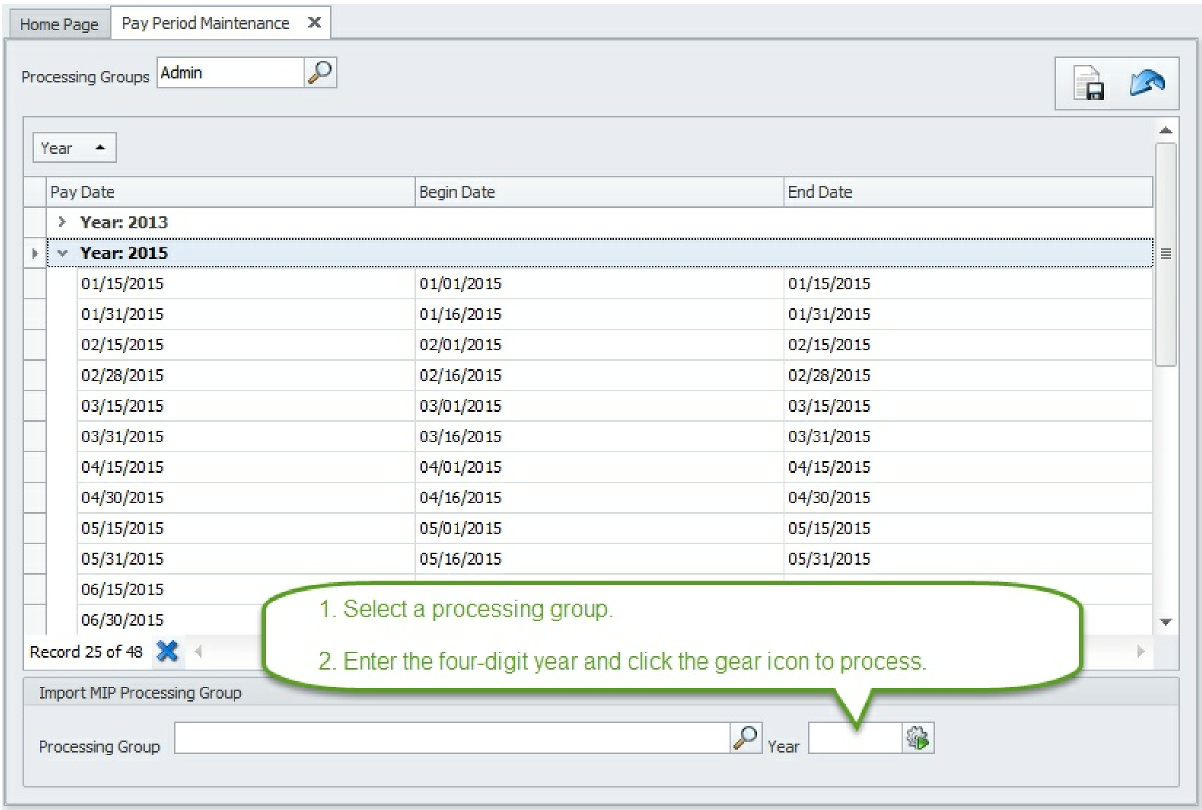
This button helps to **Retrieve** default values from Abila MIP FA Payroll Module (i.e.Employee ID, Badge ID, Charge ID, Earning ID).

Click on this button to **Update** the leave request codes.

Click on this button to **Print** documents.

4.3.3 Pay Periods

The Abila MIP FA Payroll Module may consist of one or more processing groups, each containing all of the pay dates for a specific tax year. These processing groups must be imported into Microix because they are a crucial part of the Timesheet and Time Clock Modules. This process should be done annually and it requires that you setup the new year in the Abila MIP FA Processing Group, first, before importing into Microix.

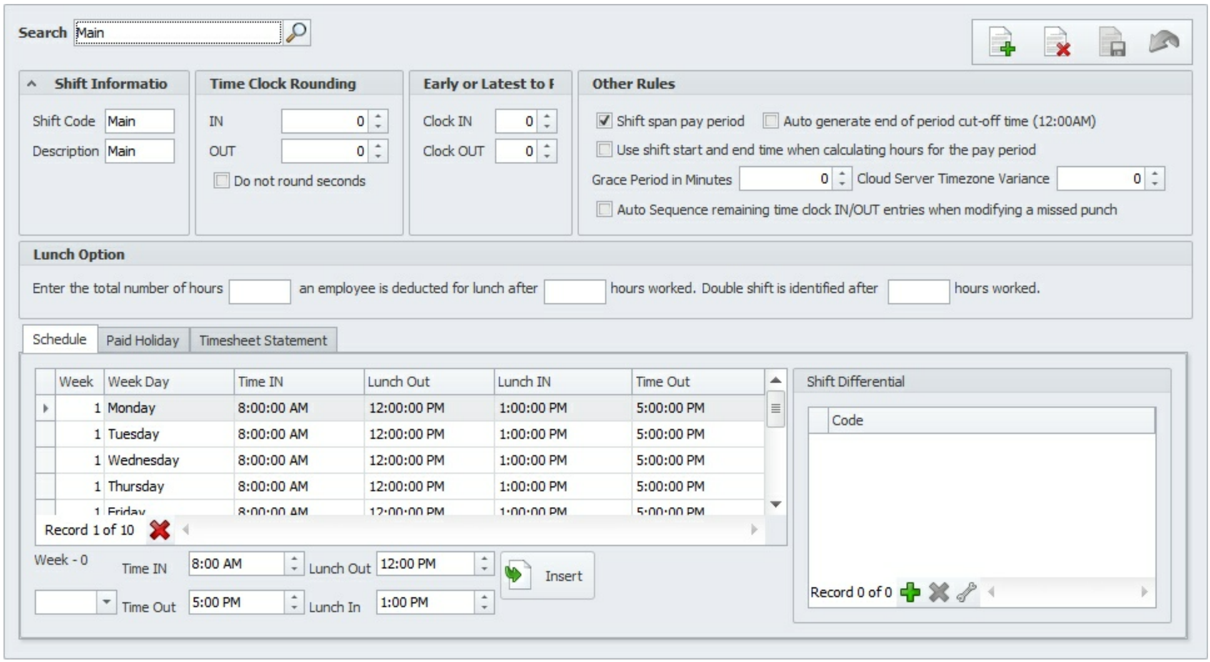


4.3.4 Shift Codes

At a minimum, there is at least one **Shift Code** that is required. Although, you can create as many as needed. **Shift Codes** help enforce special organization rules such as:

- Identifying a default work schedule.
- Time clock rounding rules.
- Time clock auto lunch deduction.
- Paid holiday schedule.

Shift and Rounding Information

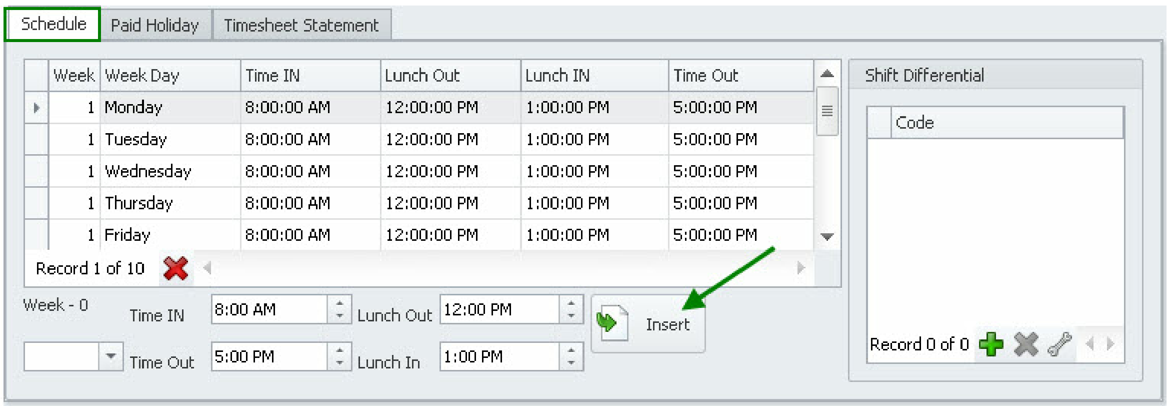


Field Name	Description
Shift Code	Enter a short alphanumeric code for the shift.
Description	Enter a brief description.
Time Rounding - In Punch	The criteria for rounding IN PUNCHES should be entered in minutes. If an employee chooses to round to the nearest 15 minutes, how will it determine the time? The system uses 15 minutes and divides will round down to 12:00. If the employee clocks in between 12:07 and 12:15 then the system will round up to 12:15.
Time Rounding - Out Punch	The criteria for rounding OUT PUNCHES is entered in minutes.
Time Rounding - Do not round seconds	Check this box if you do not want the seconds to be rounded. Currently, the system will round to the nearest minute. For example, if someone clocks in at 12:00:31 (31 seconds), then the time will be recorded as 12:01. However, if the option **Do not round seconds** is activated, then the system will record the punch time as 12:00.
Time clock Options - Automatically Insert holiday onto timesheet	Check this box to automatically insert holiday hours on the employee's timesheet.
Time clock Options - Shift works past midnight	Check this box if the shift works past 12 o'clock midnight.

Field Name	Description

Schedule

This tab represents the work schedule for the shift. Use the **Insert** button to automatically build a default schedule, then modify the schedule to reflect the correct shift time.

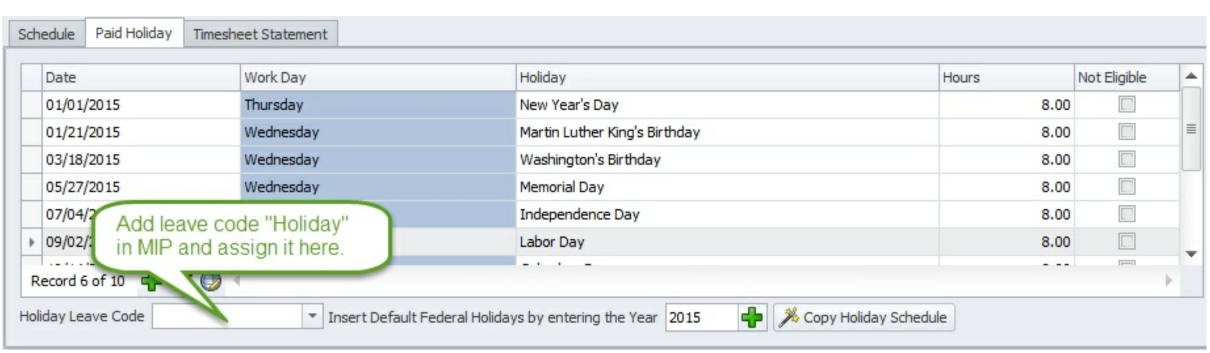


Paid Holiday

This tab defines the paid holiday schedule for the current shift. To insert a default set of holidays, select the holiday leave code from the drop-down list and then enter a four digit year and click on the **Add** button. Use the **Delete** button to remove any holidays your organization does not pay and the **Add** button to insert new lines for additional paid holidays.

Use the **Copy** button to duplicate holidays from another shift to help save time and data entry.

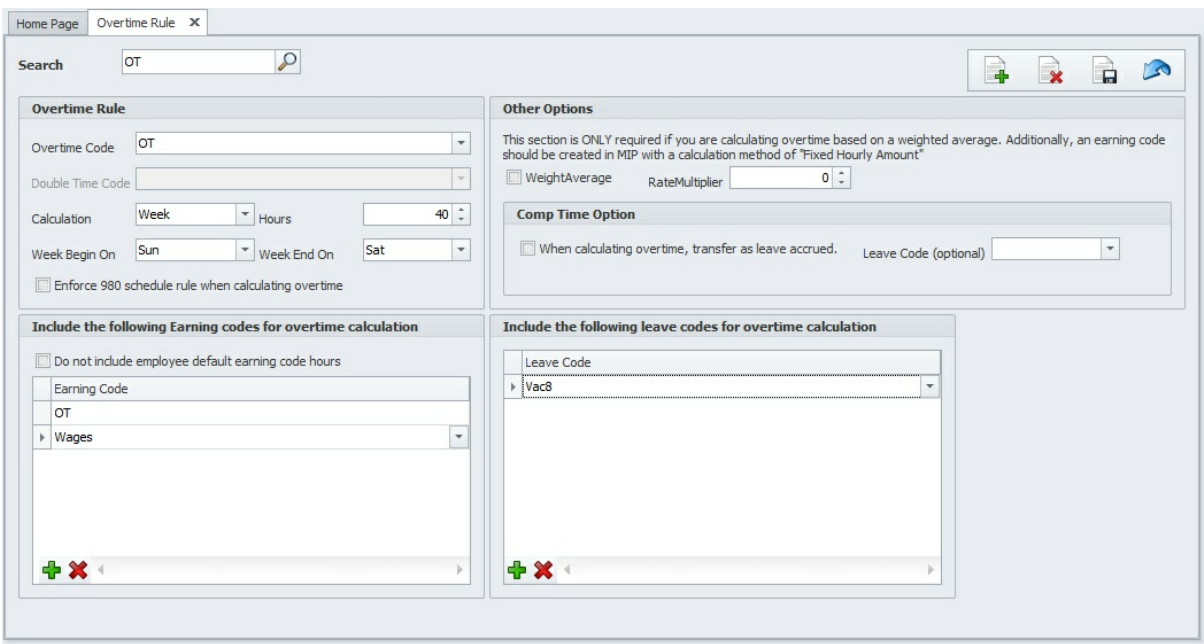
Please setup a leave code in Abila MIP FA Payroll Module and name it "Holiday". DO NOT assign this leave code to anyone's default or regular timesheet. Additionally, it should not have any calculations for accruing hours. Microix uses this code internally and will not utilize it when creating a regular timesheet in Abila MIP FA Payroll Module.



Field Name	Description
	To insert a default set of holidays, select the holiday leave code from the drop down list and then enter a four digit year and click on the **Add** button.
	To remove any holidays your organization does not pay.
	To duplicate holidays from another shift to help save time and data entry.

4.3.5 Overtime Rule

This form is used to setup overtime rules for eligible employees.



Field Name	Description
Overtime Code	Displays a list of Abila MIP FA Payroll Module overtime codes. For every different overtime rule, you will have to create a unique overtime earning code in Abila MIP FA Payroll Module.
Double Time Code	See California **Overtime Rule** setup.
Calculation	Select an overtime **Calculation** method (i.e. California, Day, Pay Period, Week, Weekend)
Hours	Enter the number of **Hours** that correspond to the value selected in the **Calculation** method field.

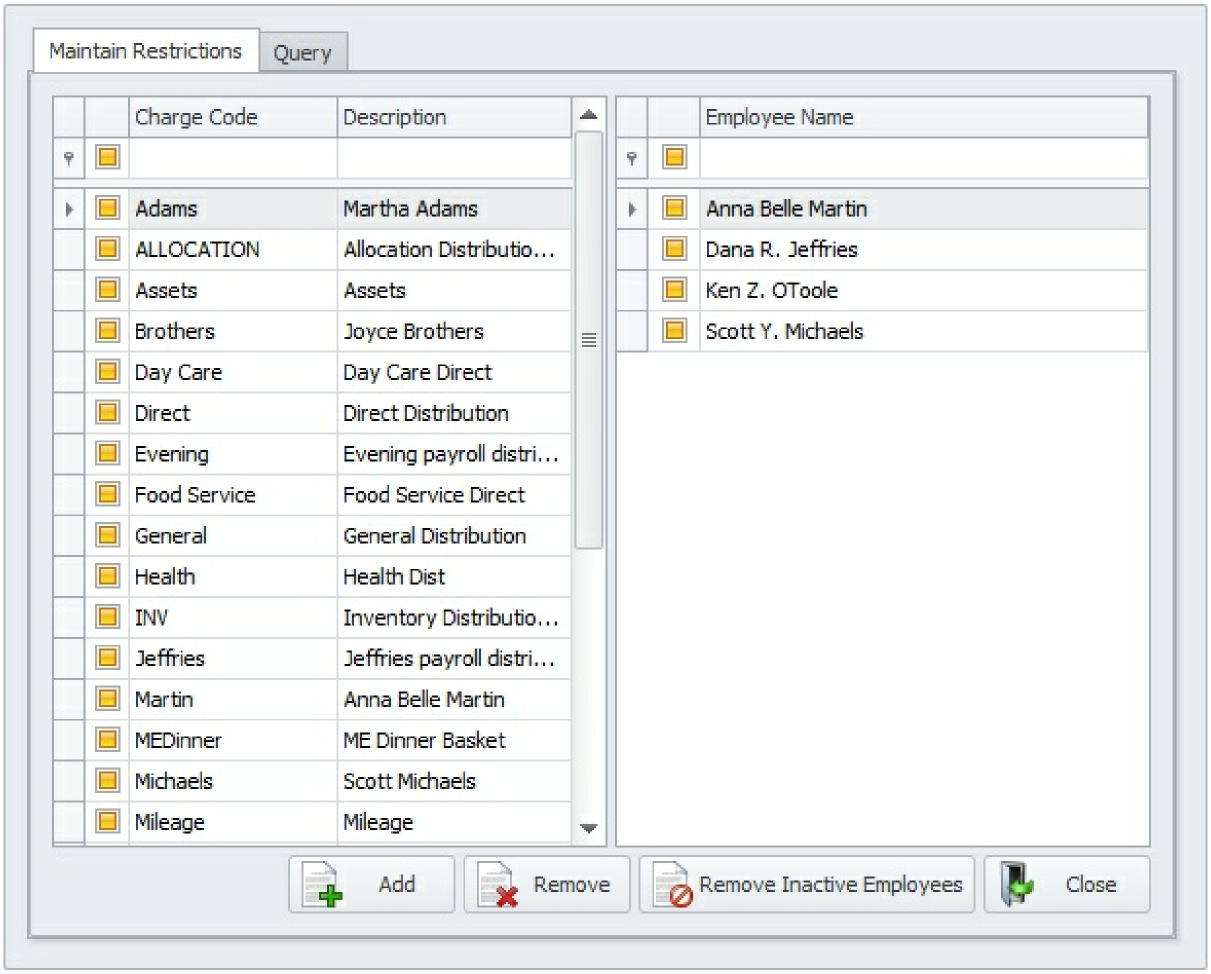
Field Name	Description
Week Begin On	If this field is active, enter the day your payroll week begins.
Week End On	If this field is active, enter the day your payroll week ends.
Leave Code	Use the **Add** button to include any leave code hours as part of the workweek hours when considering if the employee worked more than the X number of hours. Do not include any leave hours unless your policy states otherwise.
Other Options	1. Weighted Average (Note: currently under development). 2. Check the box **"When calculating overtime, transfer it as leave accrued**" to convert overtime hours into accrued leave hours.
Comp Time Options	This option enables you to convert the overtime hours to accrued leave hours.
	This button enables you to add a new overtime rule.
	Click on this button to delete the selected overtime rule.
	This button allows you to save changes to the rule.
	Click on this button to undo the last edit.

4.3.6 Charge ID Restrictions By Employee

While creating a Timesheet, employees have access to all **Charge Codes** that are available in Abila MIP FA Payroll Module. However, you may have the need to restrict each employee to specific charge codes and this form will help provide that function. If you have configured restrictions at the workflow level, employee restrictions will take precedent over the workflow restriction level.

Refer to the section, Restrict Distribution164, for detailed information on how to restrict Charge IDs by workflow.

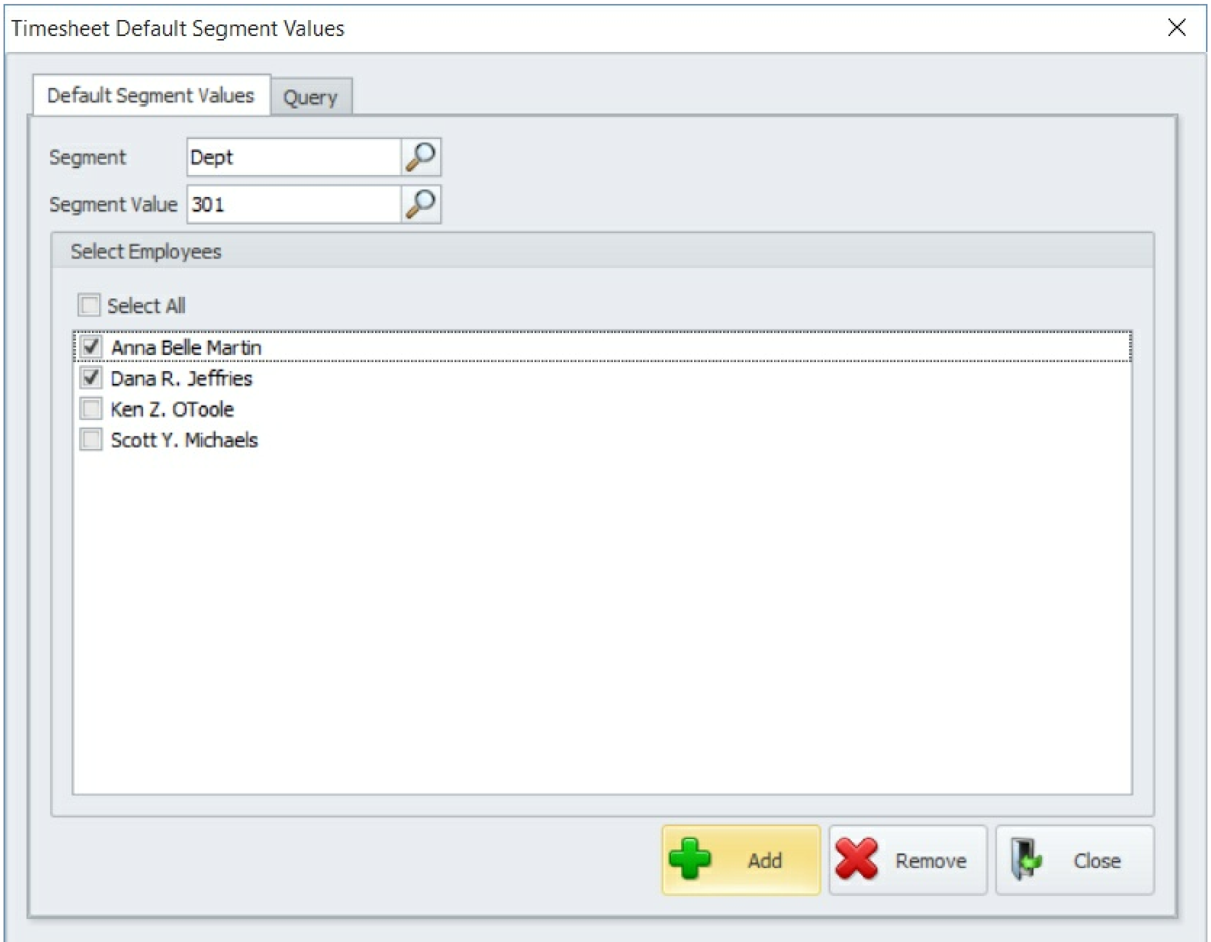
The **Charge Code** is an alias for Abila MIP FA Payroll Module distribution code.



Actions/ Buttons	Descriptions
To restrict charge IDs	Select the User ID from the left and the charge IDs listed from right, then click on the **Add** button.
To remove restricted charge IDs	Select the User ID from left and the charge IDs listed from right, then click on the **Remove** button.

4.3.7 Employee Default Segment Values

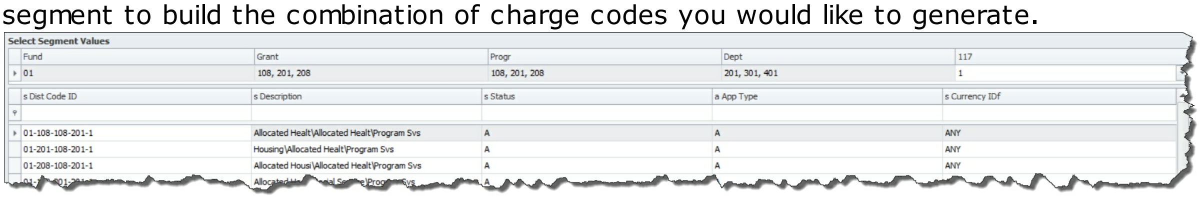
This form is used to specify default segment values for each employee.



Actions/ Buttons	Descriptions
To add a default segment	Select the segment, then the value. Next, select the User ID and click on the **Add** button.
To remove a default segment	Select the segment, then the value. Next, select the User ID and click on the **Remove** button.

4.3.8 Create Charge Code

This form allows the users to create **Charge Codes**. Use the drop-down lists for each segment to build the combination of charge codes you would like to generate.



Field Name	Description
	Click on this button to **View** the details of the Charge Code selected.

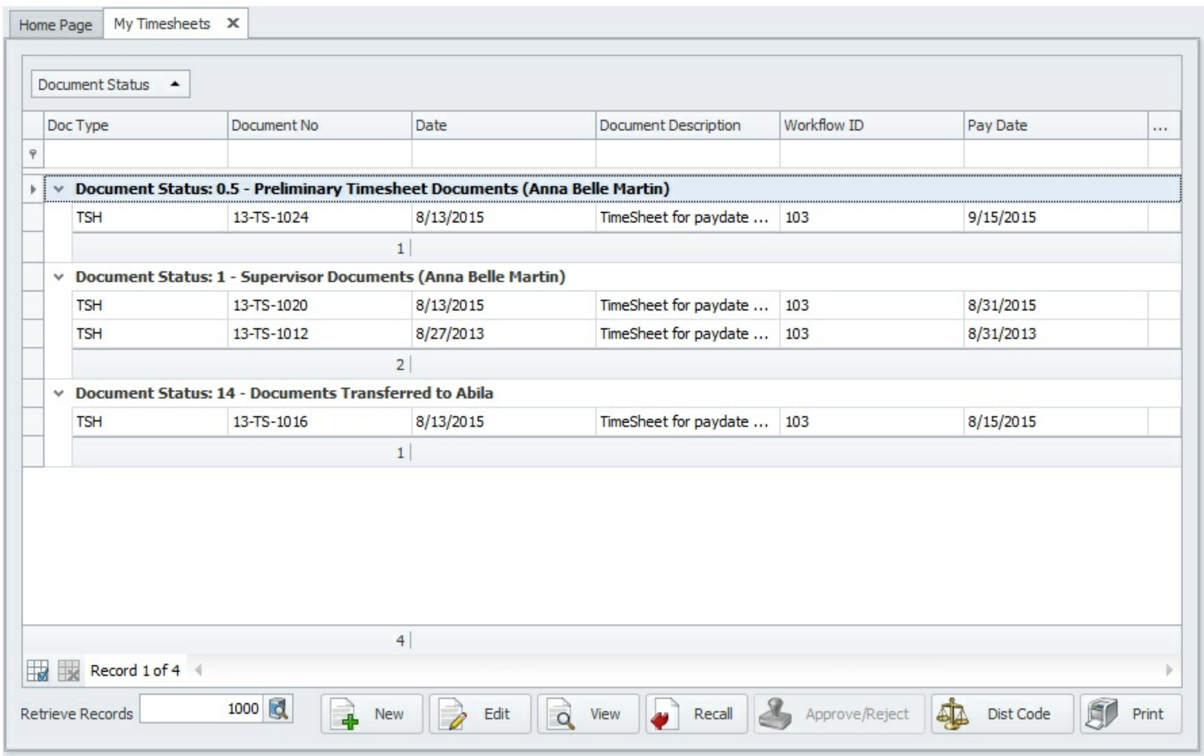
Click on this button to **Create** a record of the selected Charge Code.

Click on this button to **Delete** the selected Charge Code.

4.4 My Timesheets

The **My Timesheets** form displays a list of all timesheets created by the logged in user. See below for other functions that are available on this form.

To filter, sort and group the data see Sorting/Grouping/Filtering Data Grids 213.



Buttons	Description
	Click on the button to **Create** a New Timesheet 43 for a specific pay date.
	Click on the button to **Edit** an existing timesheet. Edit function is not available after submitting your timesheet for approval.
	View the timesheet in read-only mode.
	If you've submitted your timesheet for approval and need to make any modifications, you can clickk on this button to **Recall** the timesheet to your queue. However, if it was approved, the system will not allow you to recall it.
	Click on the button to **Print** a copy of the My Timesheet list.

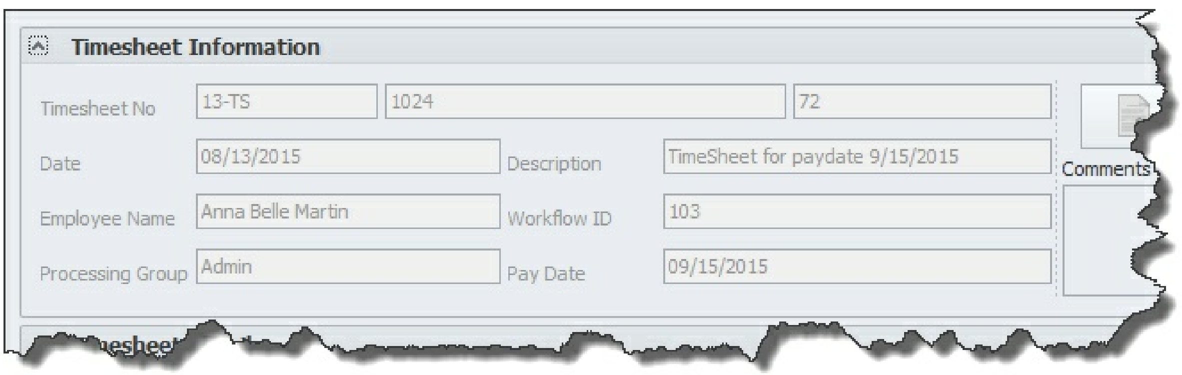
4.4.1 Create New Timesheet

To create a new timesheet, click on the **New** button and select a pay date. Use the **Edit** button to append time or whenever you need to make modifications. While preparing a timesheet, some of the values are defaulted based on the initial setup process. If you find any discrepancies please notify your payroll administrator.

Quick Start - How to complete your timesheet:

1. Click on the **Add** button to create a new row for entering your time by day. Repeat this step for additional lines when charging your time to multiple charge codes (i.e. department/programs/funds/grants/projects/etc).
2. Click on the **Insert Leave** button to insert any approved or paid holiday hours.
3. Click on the **Overtime Calculation** button to calculate any overtime hours (only if applicable).
4. Click on the **Submit** button to send your timesheet for approval.

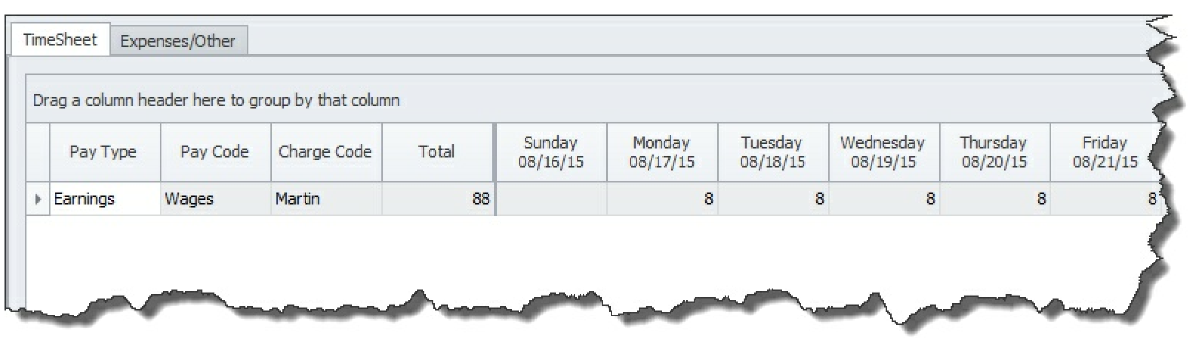
Timesheet Information



Fields/ Buttons	Description
Timesheet No.	Assigned automatically by the system.
Date	The current date will be populated in this field.
Description	The system will automatically assign a document **Description** based on the selected pay date (read-only field). The pay date is appended to the words TIMESHEET FOR PAYDATE then it becomes your document **Description**.
Employee Name	Your name will be defaulted in this field (read-only field).
Workflow ID	Your **Workflow ID** will be defaulted in this field (read-only field).
Processing Group	This field represents the processing group for which the employee is associated. The information is retrieved from Abila MIP FA Payroll Module

Fields/ Buttons	Description
	employee database (read-only field).
Pay Date	This date is associated with your processing group pay schedule and it also dictates the period for which the timesheet belongs.
Comments	Enter any comments in this field. The **Comments** can be viewed by the approvers and are also printed on the timesheet form.
	Click on this button to **Delete** your timesheet.
	Click on this button to **Save** your timesheet.
	Click on this button to **Undo** the last changes.
	Click on this button to **Submit** your timesheet for approval.
	Click on this button to **Send** email correspondence. See Shared Activities>Email 210 for detailed instructions on how to send email messages.
	Click on this button to **Attach** any electronic documents to your timesheet. See Shared Activities>Attachments 211 for detailed instructions on how to include attachments.
	Click on this button to **Print** a copy of your timesheet.

Timesheet Detail



Columns	Description
Pay Type	The system will automatically default EARNINGS into this column, do not change the default value unless additional instructions are provided by the payroll administrator.
Pay Code	Your default **Pay Code** will automatically populate in this column. Please do not change the default value unless additional instructions are provided by the Payroll Administrator.
	 The list of **Pay Codes** are limited based on the employee's default

Columns	Description
	timesheet in Abila MIP FA Payroll Module. The default value is set in the Employee Default Value [33] form.
Charge Code	Your default C**harge Code** will populate in this column. You can use the drop-down list to change the value, if necessary. **Charge Codes** may represent the department,project, or program you are charging to your time. Do not change the default value unless additional instructions are provided by the Payroll Administrator. The list of **Charge Codes** are limited based on the restrictions setup in each workflow or employee [39] record.
Total	Displays **Total** number of hours by charge code.
	Enter any comments in this field. The **Comments** can be viewed by the approvers and are also printed on the timesheet form.
	Click on this button to **Insert** new rows on your timesheet.
	Click on this button to **Delete** the selected timesheet row.
	Click on this button to **Undo** the last changes.
	Use this option to automatically insert any paid holidays and/or requested leave into your timesheet. (See Request Leave [46] section for details on how to request unexpected or planned leave). If your system is setup to manually enter leave on your timesheet then use the Add button and select the value **"Paid Leave"** from the Pay Type drop down list control. In the Pay Code column, select the leave code from the drop down list. To setup paid holidays go to Timesheet Module Tab>Setup>Shift Codes [35].
	If you are eligible for overtime, this option will automatically analyze your timesheet based on the overtime rule and insert any overtime hours you are entitled to receive. To setup overtime rules go to **Timesheet Module Tab>Setup>Overtime** [38].
	This option is intended for employees who are charged to one specific charge code and work a default set of hours for the pay period. Use this button to insert default hours on your timesheet. To setup default hours go to Timesheet Module Tab>Setup>Shift Codes [35].
	Open **Elapsed Time Calculator** that converts HH:MM to decimal.

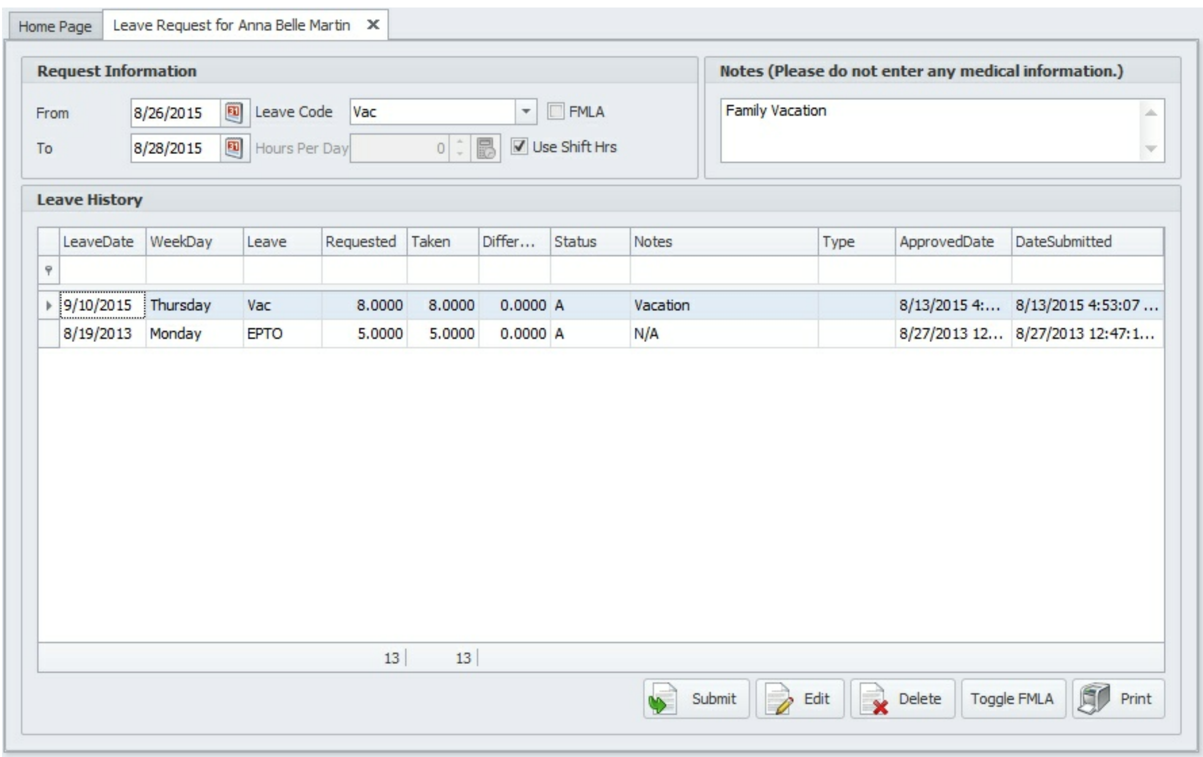
4.5 Request Leave

Use the **Leave Request** form to perform the following tasks:

- ✓ Request planned or unexpected leave for past, present or future dates.
- ✓ Modify/Adjust requested leave.
- ✓ Delete leaves that were not taken.

By default, the system will not allow users to manually enter leave on their timesheet. They must first request it by utilizing the ribbon menu option **Leave Request**. However, to change this default behavior, you can select the option **Manually Enter Leave** in the Timesheet>Setup>Options.

By default, requested leave is not required to be approved before they are added to the employee's timesheet. However, after submitting for approval, the approver will not be able to approve any timesheets without approving the leave requests first. Use the global settings, located in the Timesheet>Setup>Options, to indicate the approval level where all leave requests will be submitted for approval.



Field/ Button	Description
From Date	Enter the start date for your leave request.
To Date	Enter the end date for your leave request.
Leave Code	Select a **Leave Code** from the drop-down list. The list of leave codes are retrieved from the user's Default Timesheet in Abila MIP FA.

Hours Enter the number of **Hours** per day you are requesting. You can also use the time **Converter** icon to convert minutes to decimal if needed.

Use Shift Hours Select this option to insert the default hours specified in the shift code.

Leave Balance This field retrieves the available balance from the selected leave code. The information is retrieved from the Abila MIP FA Payroll Module.

Notes Enter a brief comment concerning the requested leave.

Leave History A list of all requested leave along with their approval status.

Use this button to **Submit** the leave request to a designated approver. The approver will receive an email notification of the requested leave.

This button is used to **Modify/Adjust** any leave before or after approval. However, if the leave was transferred to a timesheet, the user will be prevented from making any changes.

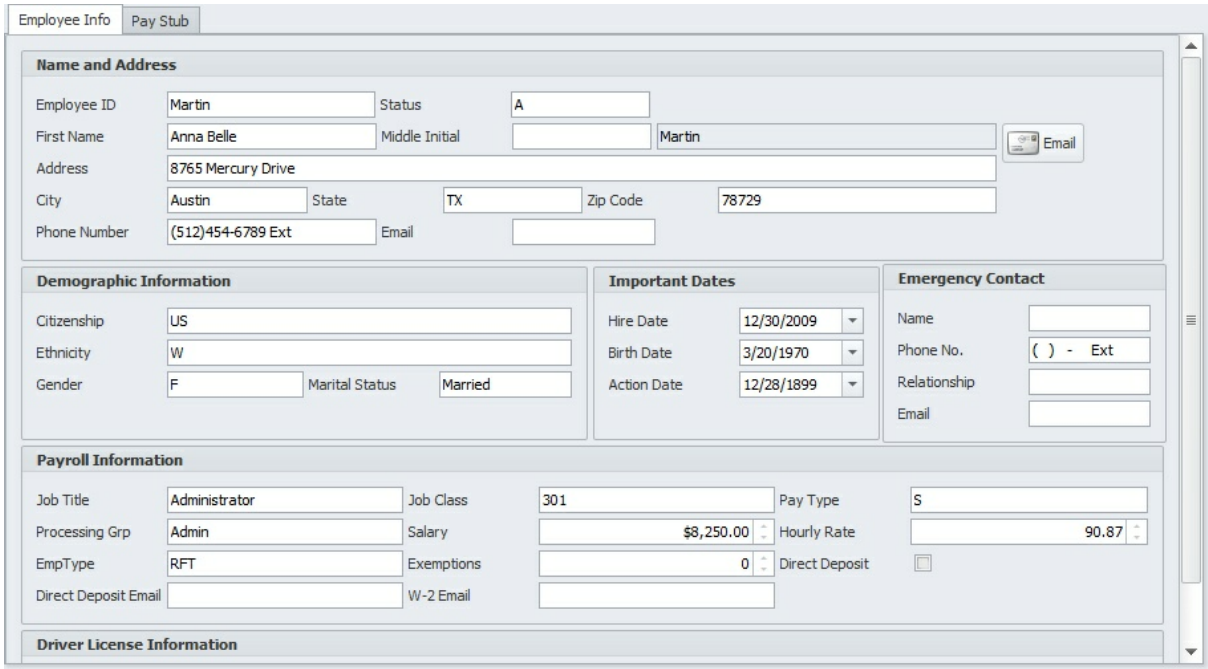
Use this button to **Delete** a requested or approved leave. However, if the leave was transferred to a timesheet, the user will be prevented from deleting it.

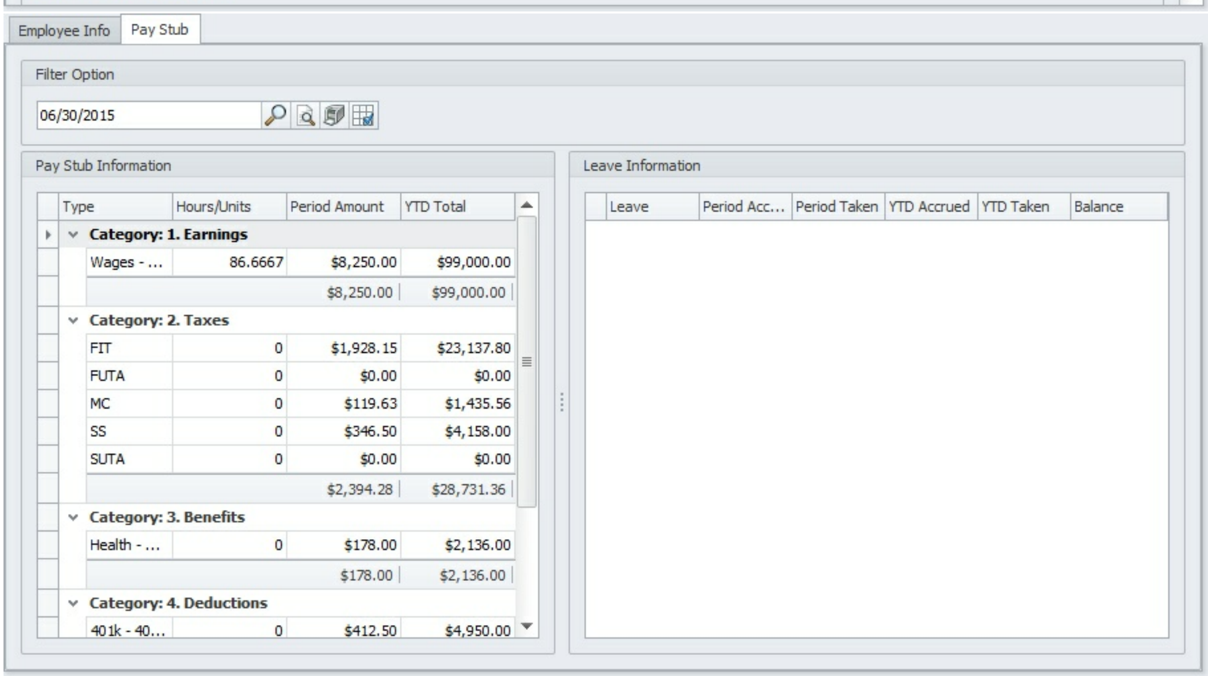
Click on this button to **Print** a copy of the leave requested.

To filter, sort, and group the data please see Sorting/Grouping/Filtering Data Grids 213

4.6 Employee Information

The **Employee Information** tab provides easy access for employees to view their payroll information such as demographic information, leave balance, and pay stub information.





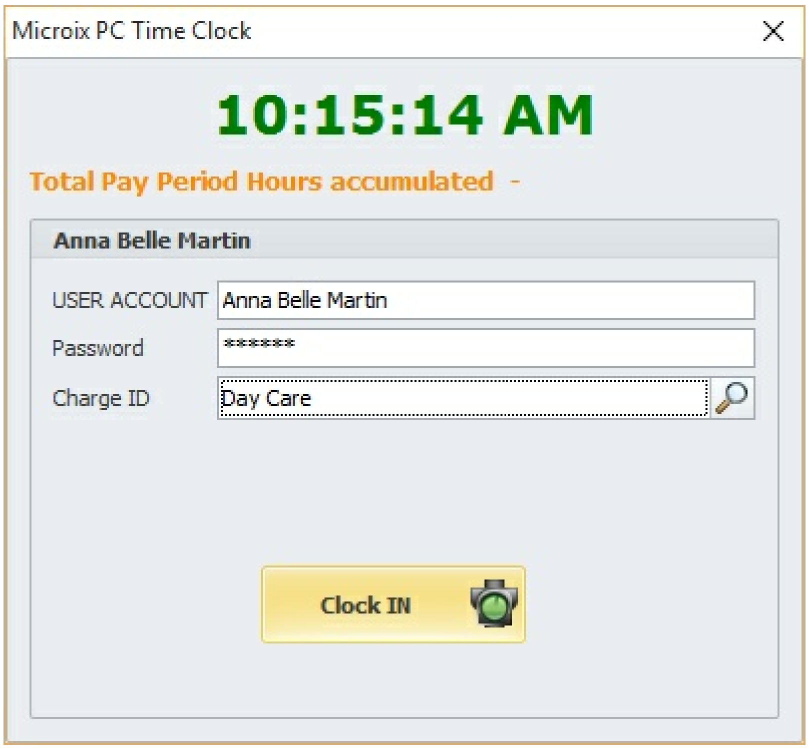
The information displayed on both tabs are read-only.

4.7 Time Clock

Microix PC Time Clock enables employees to use a PC to record and report hours worked. It completely replaces manual time card machines or your hand written time and attendance records. Employees may clock in/out from their own workstations or from a centrally located computer station. The transactions are sent to the *Microix* database instantly and can be viewed by the employee and their supervisor.

Supervisors can modify or create manual entries for each employee by navigating to the ribbon menu item PREPARE AND PROCESS MULTIPLE TIMESHEETS.

Microix utilizes the current time on the SQL Server to record the employees clocking in/out entries. We recommend that you synchronize all of your workstations with the SQL server time. It helps reduce the questions regarding why the time on a workstation is different from the time being recorded.



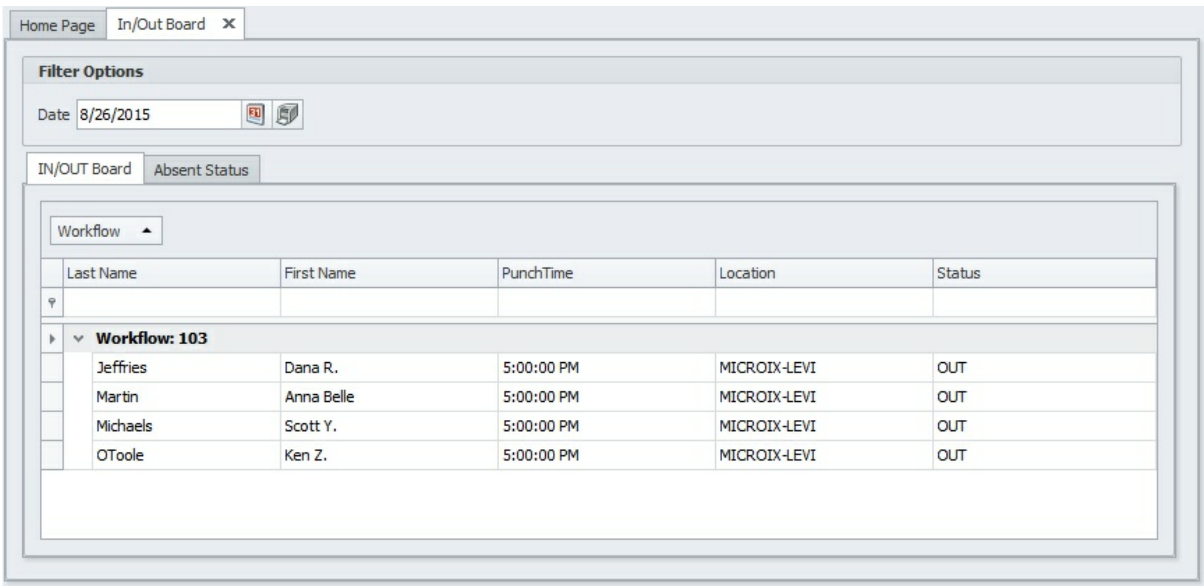
Items	Description
Total Hours	The system will display the total number of **Hours** you have accumulated for the current pay period.
User Account	Enter the *Microix* user to clock in/out.
Password	Enter your *Microix* login **Password**.
Charge ID	**Charge ID** is defined by your Payroll Administrator and it may represent each program, job, project, or department that you can charge your time. The system will set this field to your default charge code or you can change it by using the **Magnifying** button to select a different one. If the list does not contain the correct values, you may notify your Payroll Administrator. You will be able to change this value when clocking in but it will be disabled when clocking out.
Clock In/Out	After entering your password and charge ID, use this button to **Clock In/Out**.

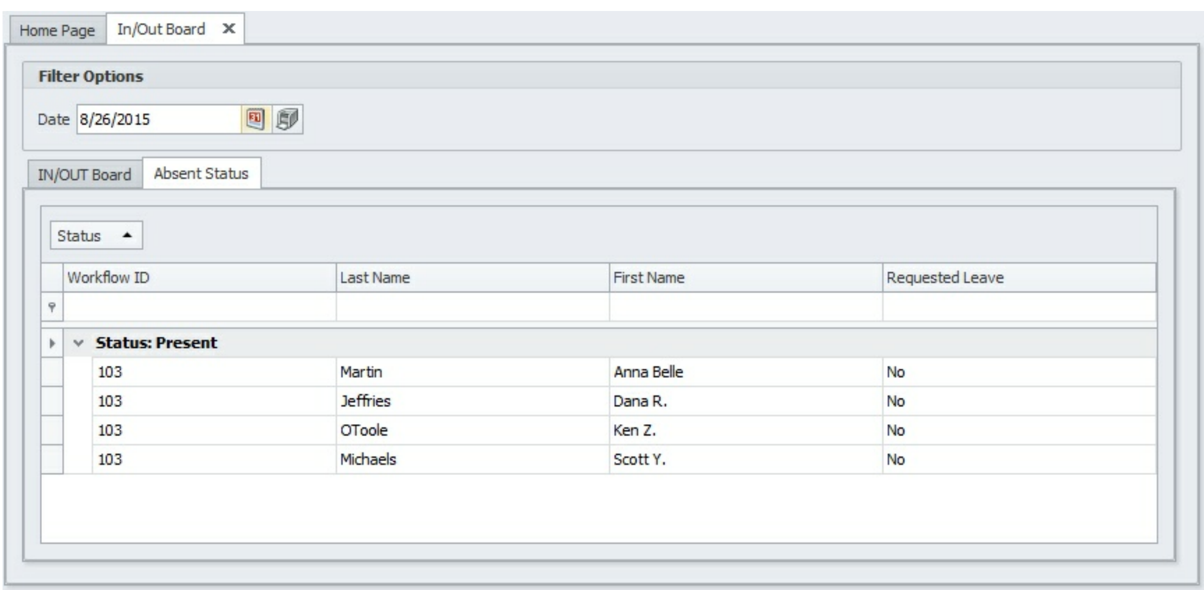
4.8 In/Out Board

The **In/Out Board** enables you to see the current clock in/out status for each employee within the organization. It also shows an absent report for the ones who did not record any punches for the specified date.

In/Out Board is only available when deploying our PC/Web Time Clock or any of our compatible time clock hardware.

Any of our time clock hardware that requires polling will not update the in/out board in real time. The **In/Out Board** will be updated after polling is completed. Polling clocks are configured with using Windows Task Scheduler.

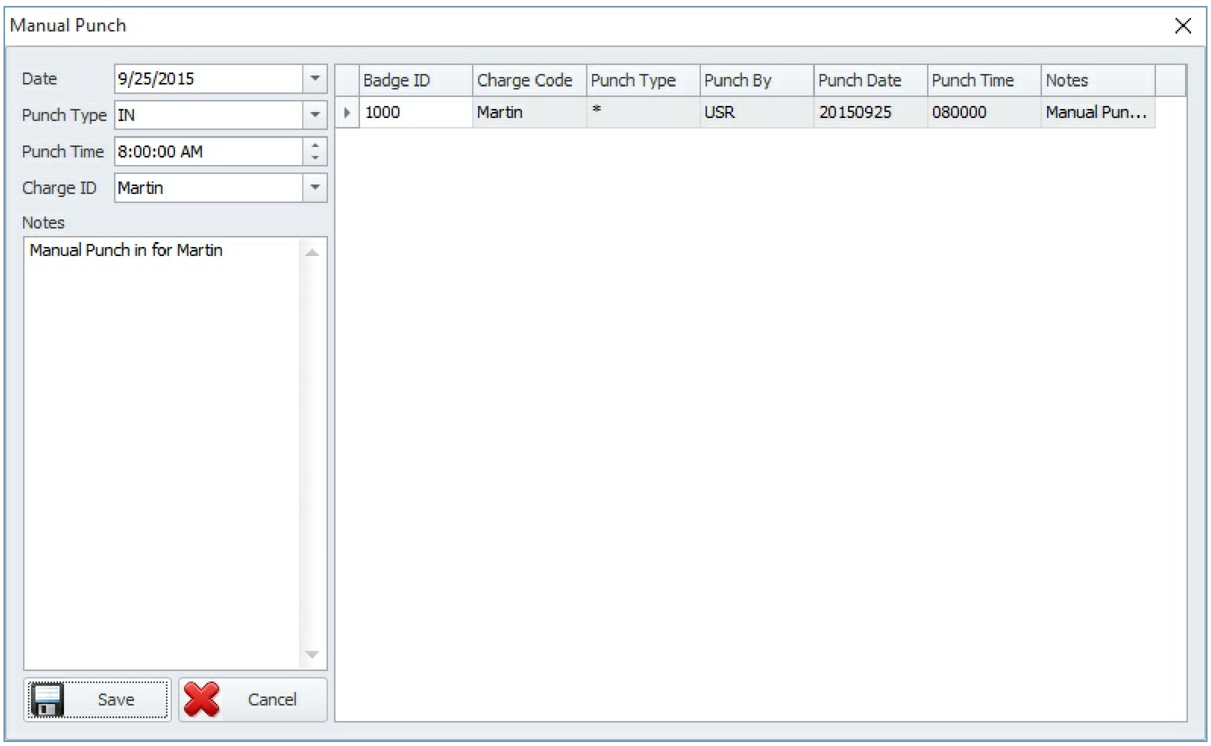




4.9 Manual Punch

Employees who missed clocking in/out may utilize this form to create manual time clock entries. After creating manual entries, the system will automatically send an email notification to their immediate supervisor.

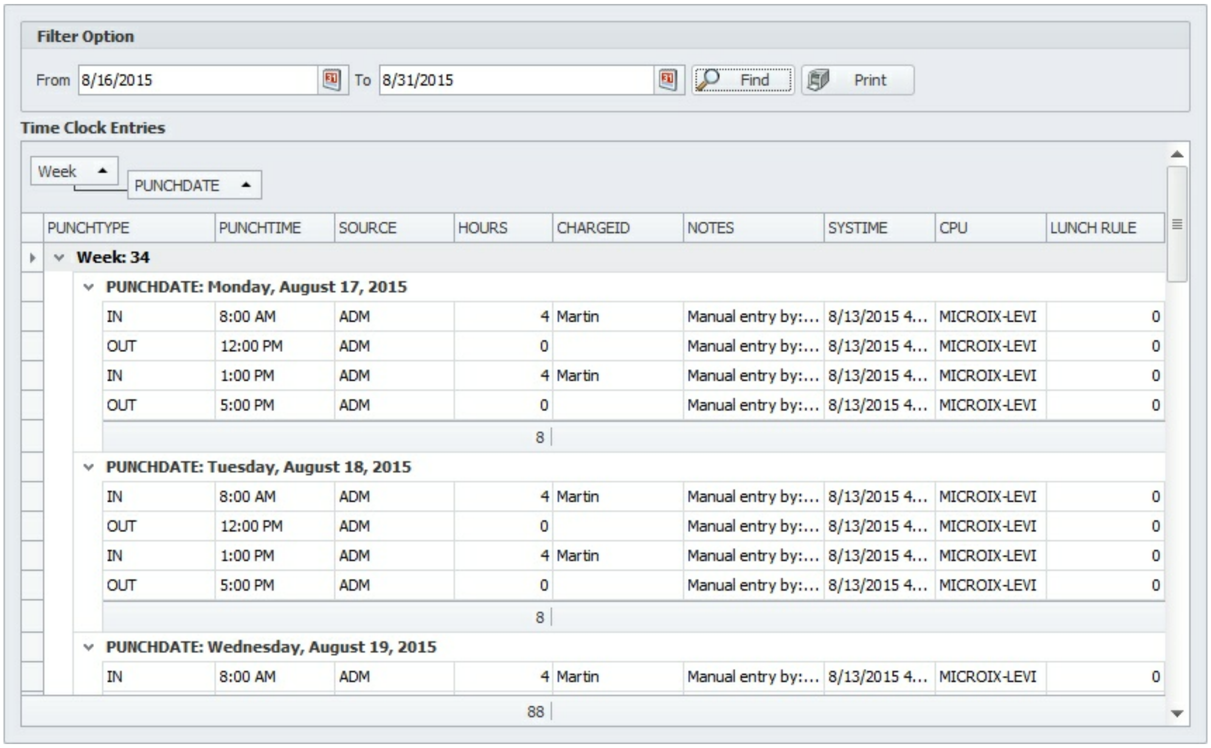
Supervisors are not required to approve or deny manual time clock entries. It will be recorded automatically in the employee's record.



Items/	Description
Date	Enter the **Date** of the missed punch.
Clock In/Out Time	Enter the actual time you arrived or left.
Charge ID	Select a **Charge ID** or accept the default.
Reason	Enter a brief explanation justifying why you are creating a **Manual Punch**.

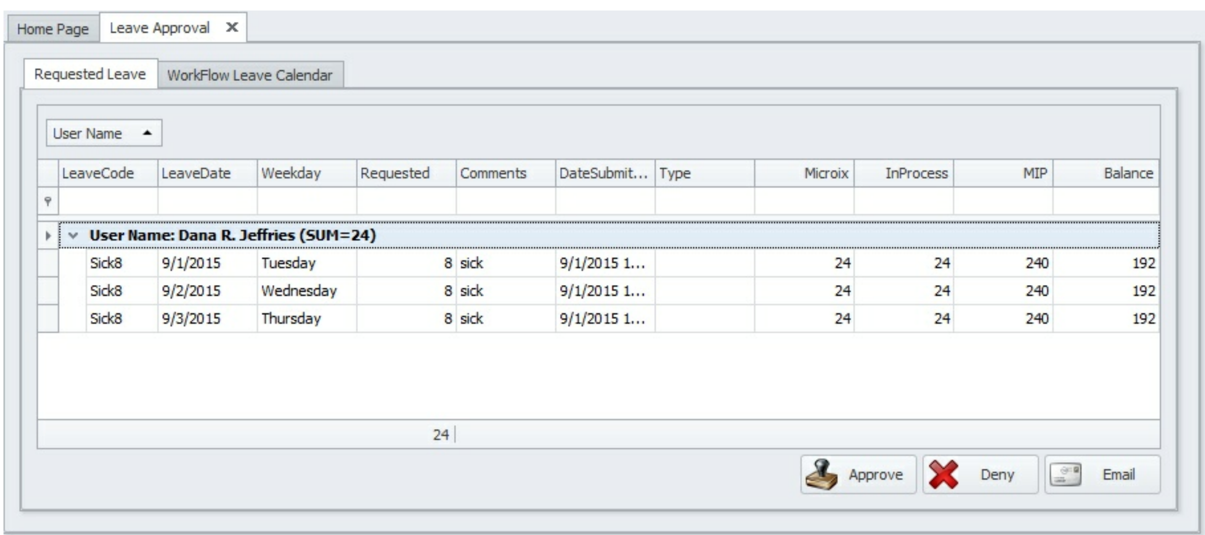
4.10 Time Clock History

Use the **Time Clock History** form to retrieve time clock entries for a given period. Employees are restricted to only viewing their information. However, supervisors can access each employee's time clock entries by navigating to the **Report** menu.



4.11 Approve Leave

After approvers receive email notifications for leave request, they can use this form to approve or deny the leave request.



Butto n	Description

Click on this button to **Approve** the selected leave.

You can select multiple items by holding down the SHIFT key and clicking on them with the mouse or by holding down the SHIFT key and pressing an arrow key to extend the selection from the previously selected item to the current item. You can also select items by dragging with the mouse. Holding down the CTRL key and clicking an item will either select/deselect that item.

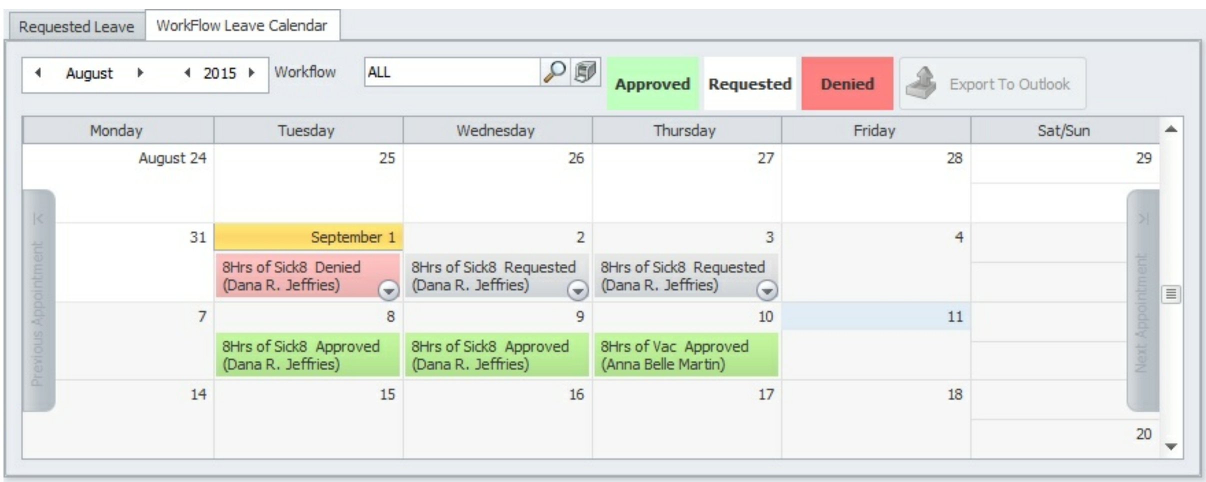
Click the **Deny** button to deny leave request.

Click the **Send** button to send email correspondence to the employee if you have questions about the leave request.

Workflow Leave Calendar - before approving leave, supervisors can use this tab to verify whether other employees have not been pre-approved for similar days off.

Calendar color definition:
- Red - Denied Leave
- Green - Approved Leave
- White - Requested Leave

You can right click on the calendar to change the view to the following options:
1. Week View
2. Month View
3. Timeline View



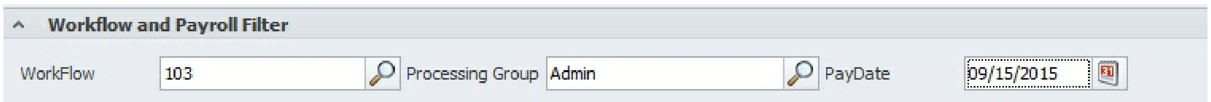
4.12 Process Multiple Timesheets

Time clock entries captured by a PC or time clock hardware device are uploaded to the *Microix* database and are available immediately for viewing through this form or via reports. However, the time clock entries that were recorded by a time clock hardware that utilizes a polling schedule will not be available for immediate viewing until polling is completed.

Microix utilizes workflows to group several employees together so that the employees can be processed and reported together. Additionally, each workflow contains the groups immediate supervisor and approval process.

All approvers within the workflow will also have access to this form. If you prefer not to grant them all access, then remove their security permissions via the Ribbon Menu **Maintenance>Security**.

Filter Options

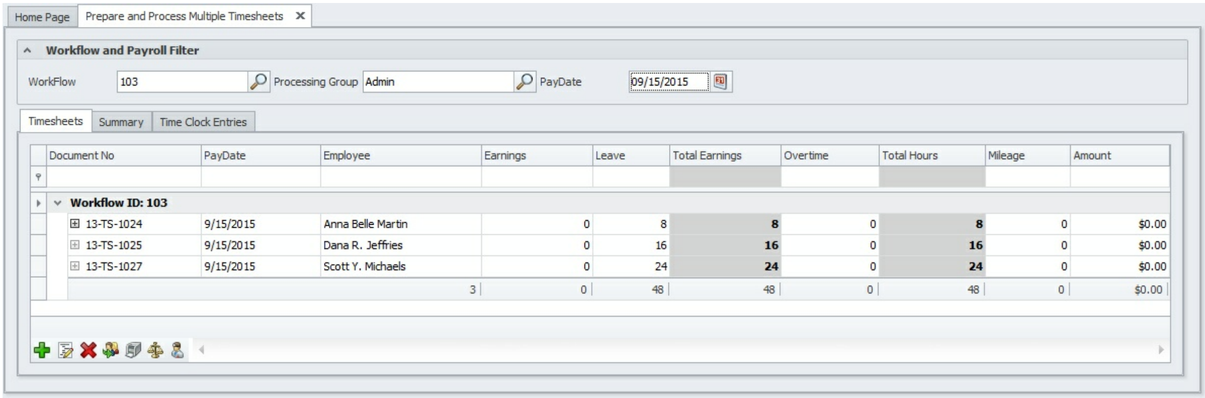


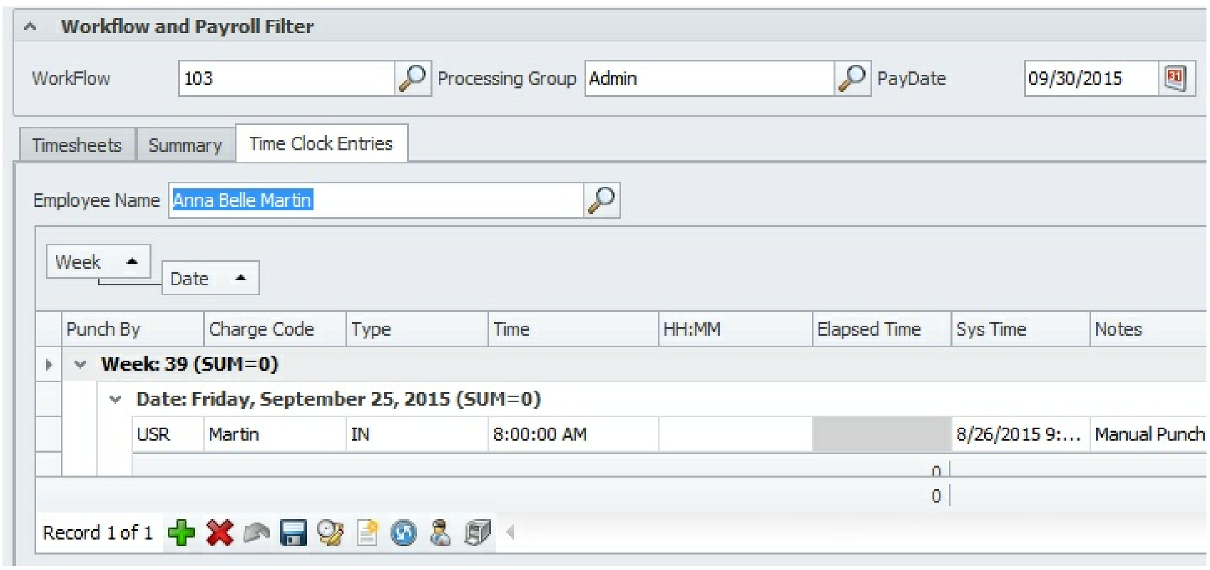
Fields	Description
Workflow	Select the appropriate **Workflow** and proceed to selecting a **Processing Group**. If you do not see your **Workflow** in the lookup list box then contact someone in Payroll and request that your name be added to the **Workflow** approval process.
Processing Group	Select an Abila MIP FA **Processing Group**. **Processing Groups** are used in Abila MIP FA Payroll Module to group several employees together so that the employees can be processed and reported together. They also dictate the pay cycle for each employee such as **W** (Weekly), **B** (Biweekly), **S** (Semimonthly), or **M** (Monthly).
Pay Date	Select a **Pay Date.** The **time clock** tab will only show time clock entries for the select **Pay Date** period and the **Timesheet** tab will only show in-process timesheets for the selected **Pay Date**.
Employee Name	The system will automatically filter the list of employees based on the **Workflow** and **Processing Group** selected.

Managing Employee's Time Clock Entries

Supervisors/Timekeepers will use this section to perform the following tasks:

- ✓ Create missed punches for employees.
- ✓ Modify existing punch clock entries.
- ✓ Generate preliminary timesheets for each of their employees and submit to payroll or to other approvers within the workflow.





Buttons	Description
	Click on this button to **Add** a new time clock in/out entry.
	Click on this button to **Delete** time clock entries.
	Click on this button to **Save** changes.
	Click on this button to **Edit** time clock entries. Apply the following steps: 1. Select an employee from the **Employee Name** lookup list. 2. Click on the row that contains the date and time you would like to edit. 3. Next, click on the **Edit** button and proceed with your modifications. 4. Finally, click on the **Apply** button to save your changes.
	The **Create Preliminary Timesheet** button enables you to convert all of the employee's time clock entries into a completed timesheet. By default, requested leave, paid holidays, and overtime hours will also be included during this process. The completed timesheets should be reviewed for any discrepancies before

submitting to payroll or other approvers within the approval chain.

Shift rules such as rounding of in/out entries and automatic lunch deductions will also be applied when the timesheets are generated.

Preliminary timesheets may be generated multiple times. However, you should delete any existing timesheets for the same pay date because it will cause duplicate hours.

Click on this button to **Refresh** the selected employee's elapsed time.

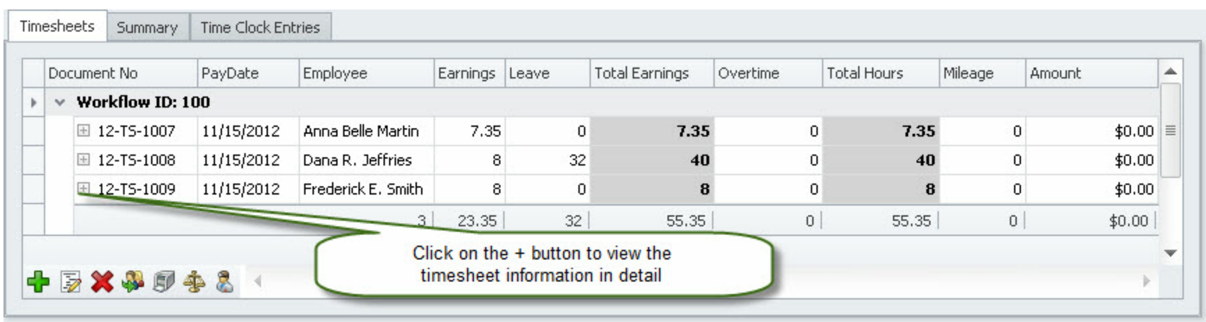
Manage Preliminary Timesheets

Supervisors/timekeepers will use this section to perform the following tasks:

✓ Review the preliminary timesheets summary data for accuracy including but not limited to:
- Earned Hours
- Leave Hours
- Holiday Hours
- Overtime Calculated Hours

✓ If necessary, make manual adjustments to the preliminary timesheets hours.

✓ Submit timesheets to other approvers or directly to payroll for processing (The workflow routing rules will determine the timesheet ultimate destination).



Buttons	Description
	Manually create a new timesheet for a specific employee when time clock entries do not exist for the employee (refer to "How to Create a New Timesheet 43" for detailed instructions). If time clock entries exist, you can generate the timesheet by using the **Create Preliminary Timesheet** button located on the **time clock Entries** tab.
	The system allows you to open a timesheet in edit mode. You are able to make manual adjustments to the timesheet by clicking on the **Edit** button before submitting to Payroll for processing. **Note: Correcting Timesheet Information**: Circumstances may occur when you will need to change time, hours, or leave code information on your employee's timesheet before you can approve it. If your

policies permit you to make the changes, then use the **Edit** button to open the timesheet and make the necessary modification. Additionally, you may use the **Notes** icon to justify your changes. However, if your policies do not permit, use the **Re-Route** button to return the timesheet to the employee or the person who prepared it and request they make the necessary corrections.

Click on this button to **Delete** the selected employee's timesheet.

If necessary, you can regenerate the timesheet by using the **Create Preliminary Timesheet** button located on the time clock Entries Tab. All manual edits will have to be re-entered.

Select all the timesheets or specific ones and use the **Submit** button to approve and send to the next approval level.

Steps you should perform before approving and submitting any timesheet:

1. Before approving, verify the accuracy of the employee's regular earned hours, leave hours and overtime hours by examining the Time In and Time Out values (if applicable). The total leave and earned hours should equal the employee's regularly scheduled hours for that pay period.

2. The hours found in the OVERTIME column should be examined for accuracy and should be confirmed that it was pre-approved by their immediate supervisor. Additionally, refer to your internal policies when examining overtime hours.

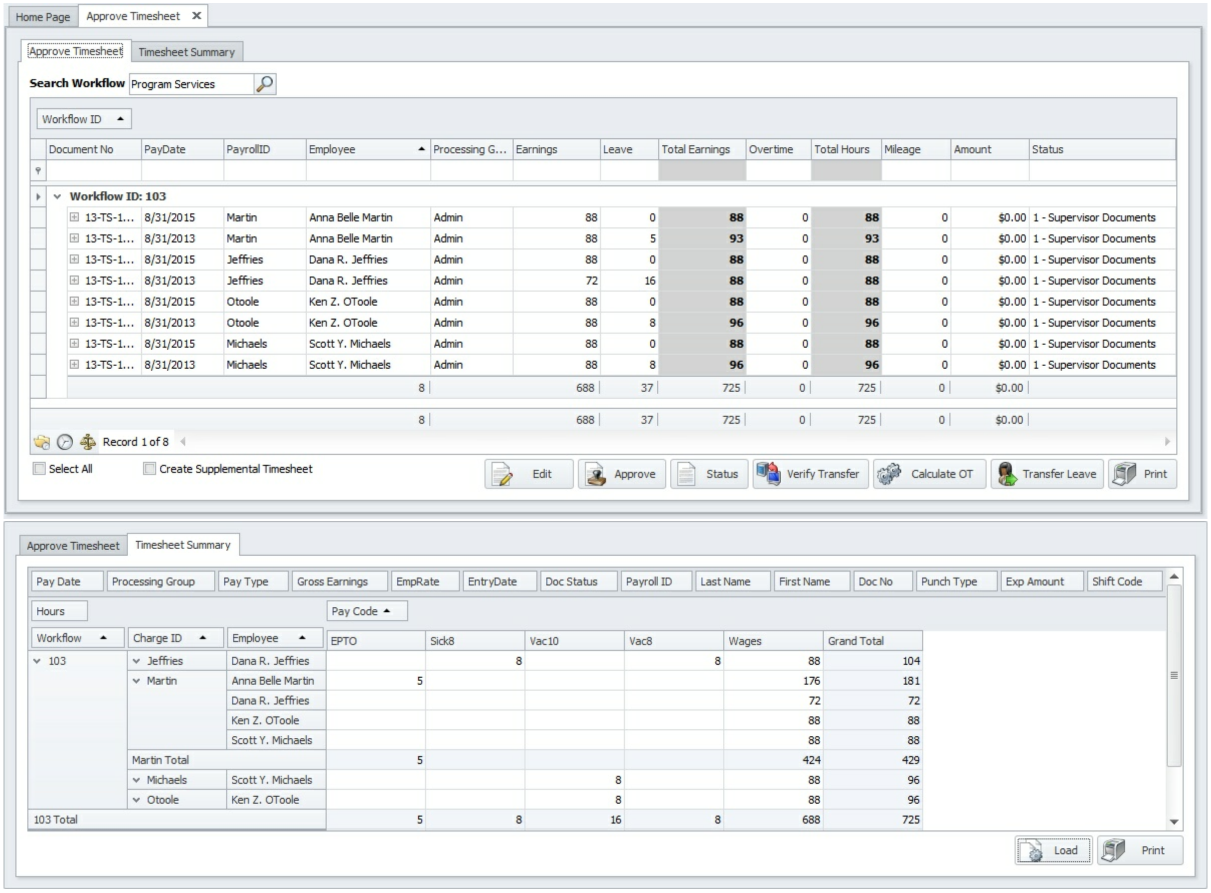
3. If the above has been confirmed and no changes to the employee's entries are needed, then the timesheet is ready to be approved. If changes or corrections are necessary, then use the **Edit** button to open the timesheet and make the necessary modifications. Use the **Notes** icon to justify your changes.

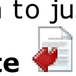
If you will be absent during the period that timesheets are due for approval then use the Ribbon Menu **Maintenance>Approval Substitute** 179 to designate an alternate approver.

Multiple items are selected by holding down the SHIFT key and clicking on it by using the mouse or by holding down the SHIFT key and pressing an arrow key to extend the selection from the previously selected item to the current item. You can also select items by dragging with the mouse. If you hold down the CTRL key and click an item, then it will either select or deselect that item.

4.13 Approve Timesheet

The approver will use this form to approve timesheets that were submitted to them for approval. The system will send an email notification to each approver via their regular email client. At a scheduled time, the approver will login to *Microix Workflow Modules* and modify, append or delete timesheet entries or choose to reroute the document to the originator and have them make the necessary changes. They can also send an email message to question any entries on the timesheet. If approved, the document will be sent to the next level for approval or review. Upon final approval, the timesheet is seamlessly transferred to Abila MIP FA Payroll Module as a regular timesheet.



Fields / Buttons	**Description**
	The approver can use this button to **Edit** a timesheet. **Note: Correcting Timesheet Information**: Circumstances may occur when you will need to change time, hours, or leave code information on your employee's timesheet before you can approve it. If your policies permit you to make the changes, then use the **Edit** button to open the timesheet and make the necessary modification. Use the **Notes**  icon to justify your changes. However, if your policies do not permit, use the **Re-Route**  button to return the timesheet to the employee or the person who prepared it and request they make the necessary corrections.
	Click on this button to **View** a timesheet (in read-only mode).
	Click on this button to **Approve** selected timesheet(s).

Steps you should perform before approving any timesheet:

1. Before approving, verify the accuracy of the employee's regular earned hours, leave hours, and overtime hours by examining the Time In and Time Out values (if applicable). The total leave and earned hours should equal the employee's regularly scheduled hours for that pay period.

2. The hours found in the Overtime column should be examined for accuracy and should be confirmed that it was pre-approved by their immediate supervisor. Additionally, refer to your internal policies when examining overtime hours.

3. If the above has been confirmed and no changes to the employee's entries are needed, then timesheet is ready to be approved. If changes or corrections are necessary, then use the **Edit** button to open the timesheet and make the necessary modifications. Use the Notes Icon (or Column) to justify your changes.

If you will be absent during the period that timesheets are due for approval, then use the Ribbon Menu **Maintenance>Approval Substitute** 179 to designate an alternate approver.

The system will not allow you to approve a timesheet if it contains any unapproved leave requests.

Multiple items are selected by holding down the SHIFT key and clicking on it by using the mouse or by holding down the SHIFT key and pressing an arrow key to extend the selection from the previously selected item to the current item. You can also select items by dragging with the mouse. If you hold down the CTRL key and click an item, then it will either select or deselect that item.

Click on this button if the approver would like to **Re-Route** the timesheet to the originator and have them make any necessary changes.

Click on this button to **Print** a copy of the approval list.

Click on this button to **Retrieve** previously completed timesheets for the selected employee.

This button enables the approver to review the time clock entries of the requester.

4.14 Document List

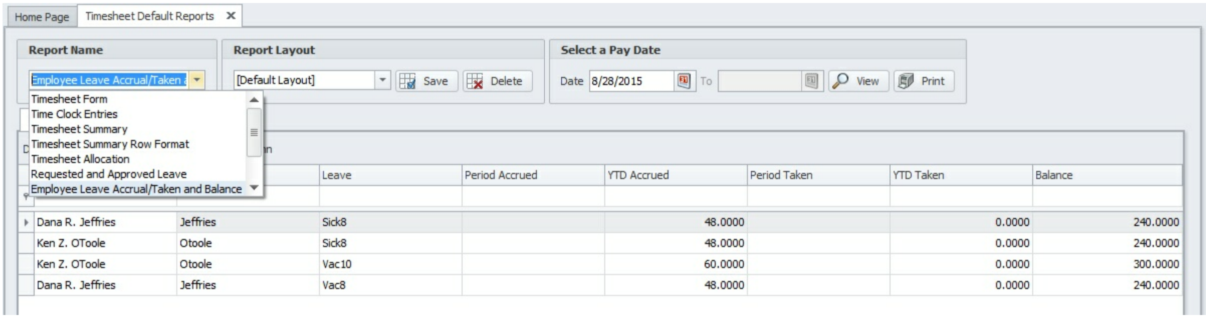
Refer to Shared Activities>Document List 219 for more details.

4.15 Reports

You can access Timesheet reports via the Ribbon Navigation menu. A list of reports will be available in the **Report Name** lookup list box. Select a report and enter a specific date or pay period. To view the report, click on the **View** button and use the **Print** button to print the report to screen. After printing to screen, you can send the report to disk, export to Excel, or add as an attachment to your email.

Refer to Shared Activities>Reports 219 for more details.

See [Report Export Options](216) for more information on exporting and emailing reports.



Fields/ Buttons	Description
	Click on this button to **View** the report generated for the selected values.
	Click on this button to **Print** a copy of the report.

Part V

5 Requisition Module

5.1 Introduction

The *Microix Requisition Module* enables accountants and non-accounting staff to create purchase requests from their desktop computers and submit them electronically for approval. Our system helps to expedite the approval process, reduce data entry errors and also ensures that the correct information necessary to process a request is accurately provided.

Highlights:

- Easy to navigate and use - simple and easy learning curve.
- Ability to create and submit requisitions or check requests for approval.
- Multi-level approval process with a maximum of 90 levels including dollar threshold and category routing rules.
- Budget checking feature.
- Query payments with check information features.
- Automatic email notifications.
- Built-in workflow process to help enforce business rules.
- Approval substitutes.
- Seamless integration with Abila MIP FA Encumbrance and Accounts Payable Module.

Menu Item	Description
My Documents 71	This section displays a list of all documents for the logged in user. It also allows you to perform the following tasks: 1. Create a new purchase or check request. 2. Edit existing documents that are not yet submitted for approval. 3. Retrieve/find any documents that have been created in the system. 4. Recall documents that were submitted for approval but not yet approved.
Receiving 83	Receive goods or services that you have acquired ***(please refer to your internal policies on whether or not this process is required).***
Query Vendors 85	Displays a list of vendors from Abila MIP.
Query Chart of Accounts 85	Displays a list of the general ledger segment codes from Abila MIP.
Approve Documents 86	Use this section to approve any purchase or check requests.

Menu Item	Description
Document Search 92	This function is used by approvers to view the status of documents for which they have approved or are scheduled to approve.
Reports 92	Displays a list of all reports available for the *Requisition Module*.
Display Account Balance 92	Managers may use this option to view a summary of their department/funding budget balance.
Shopping Cart 93	Allow you to manage the items that will be available for selection when entering a new document.
Setup 64	Setup default values and define other business rules for creating and managing requisition documents.

5.2 Requisition Module Checklist

NOTE: Abila MIP Encumbrance and/or Accounts Payable Module is required before implementing the *Microix Requisition Workflow Module*.

Check list of items for implementing the *Requisition Workflow Module*

- ✓ Setup 143 users (manually enter each employee or import from Excel or Abila MIP FA Payroll Module).
- ✓ Create approval level 172 titles - activate all possible approval level that will be used later when you are setting up the approval process.
- ✓ Create and setup organization workflows 169.
  - Workflow options 151:
    - o Setup default bill and ship to address.
    - o Define budget segments for checking the available funds.
    - o Assign vendor filters (optional).
  - Requesters 153 - setup all users who will be creating requisitions.
  - Approvers 155 - setup approval process for routing requisitions for approval.
  - Account Restrictions 161 - limit access to Abila MIP FA account codes by workflow.
  - Restrict Distribution Codes 164 (optional) - limit employees from using specific distribution codes.
- ✓ Define document numbering 174 schema - unique document numbers for each document type (ENC and API).
- ✓ Assign user permissions 147 - for access to each ribbon menu item.
- ✓ Configure application options 169:
  - Enter the SMTP mail server information for email notifications.
  - Enter organization's current fiscal year end.
  - Select the budget version to be used when retrieving available funds.
  - Change the default password for the admin account (recommended before going live).

Check list items for ongoing maintenance

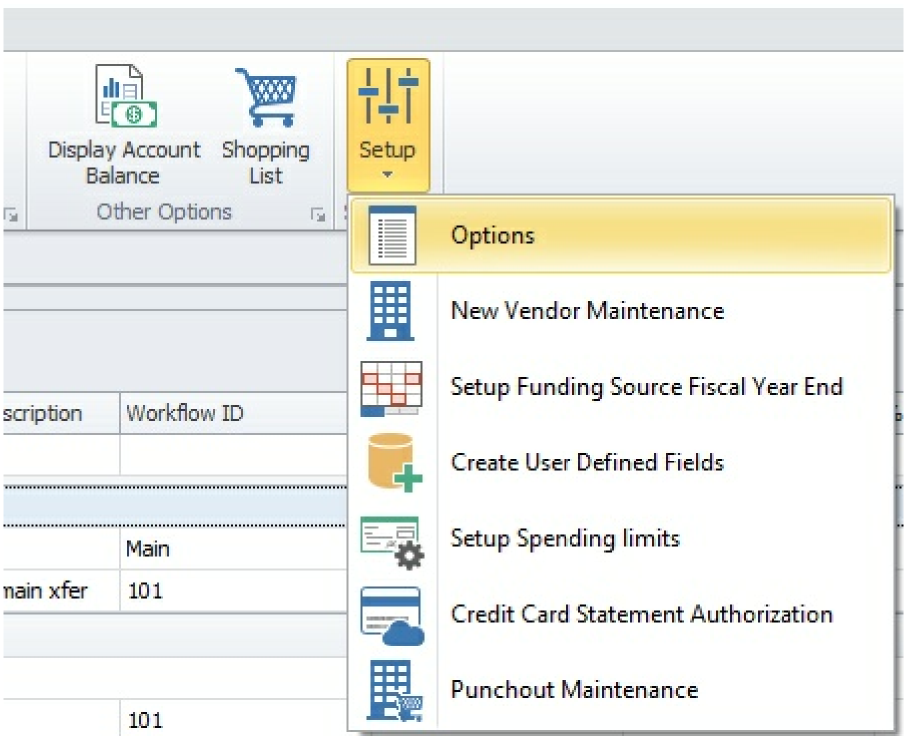
Adding new users
✓ Create 145 a new user account.
✓ Assigning the user to a workflow 153.
✓ Assign permissions 147 to the user.
✓ Change document ownership (if applicable).

Terminating employees
✓ Remove user 153 from workflow.
✓ Inactivate user 143.

Annual maintenance
✓ Change fiscal year end 169.

5.3 Setup

The purpose of this section is to setup default values and define other business rules for creating and managing requisition documents.



Functions	Descriptions
Options	Setup the default flags for the *Requisition Module.*
New Vendor Maintenance	Delete unused vendors.
Setup Funding Source Fiscal Year End	Add funding sources that are on a different fiscal year as your current organization's fiscal year.

Create User Defined Fields Allows users to add custom fields to the purchase requisition form.

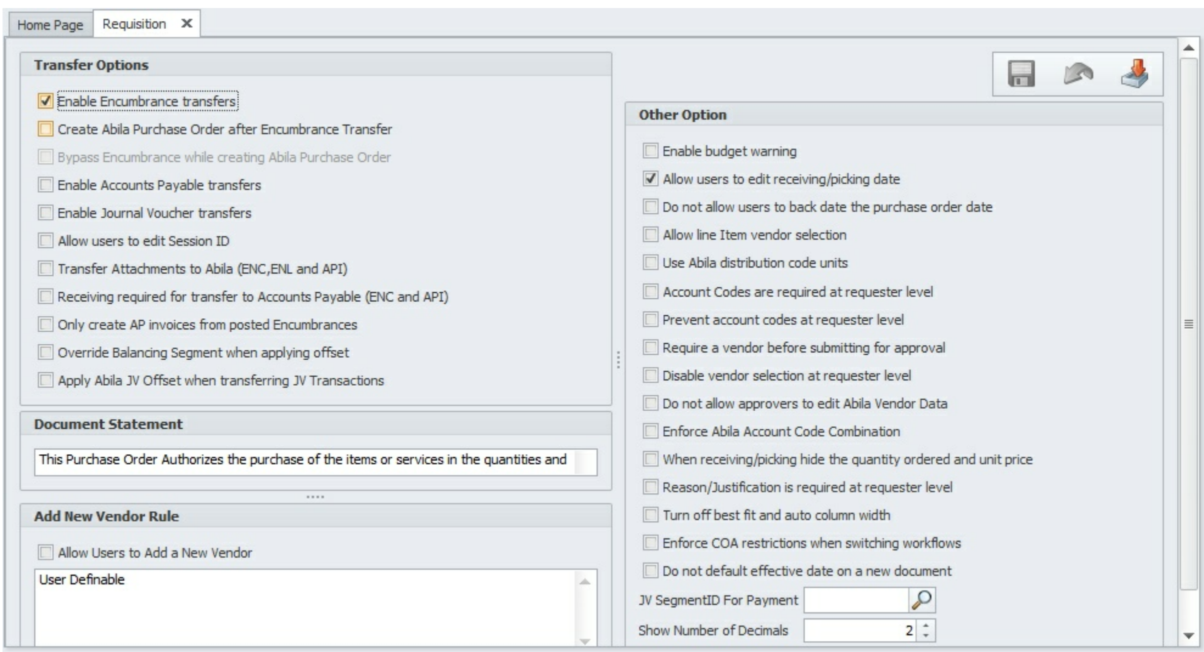
Setup Spending Limits Setup limits for vendor or employee spending.

Credit Card Statement Authorization Retrieve your credit card statement from your bank. Generate documents from the statement and transfer to accounting.

Punchout Maintenance Use a vendor punchout website to create and receive punchout information while electronically connected to the vendor website.

5.3.1 Options

Select the **Options** function from the **Setup** menu. The following window opens on the screen, displaying a list of all the functions with check-boxes allowing you to turn on or off each selected function.



Check the box to the left of the option to control the functions provided for the user.

Transfer Options

- Enable Encumbrance transfers.
- Create Abila MIP purchase order after encumbrance transfer.
- Bypass encumbrance while creating Abila purchase order.
- Enable accounts payable transfers.
- Enable journal voucher transfers.
- Allow users to edit session ID.
- Transfer attachments to Abila MIP (ENC, ENL and API).
- Receive required for transfer to accounts payable (ENC and API)
- Only create AP invoices from posted encumbrances.
- Override balancing segment when applying offset.

- Apply Abila JV offset when transferring JV transactions.

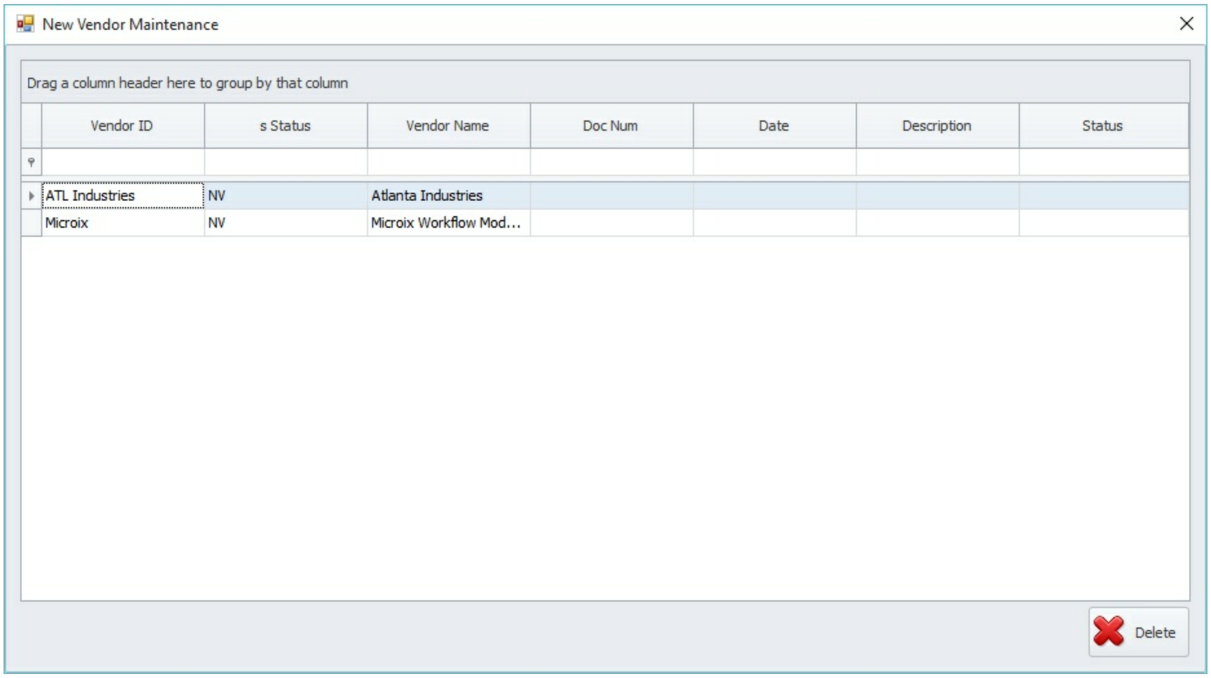
Other Options

- Enable budget warnings.
- Allow users to edit receiving/picking date.
- Do not allow users to back date the purchase order date.
- Allow line item vendor selection.
- Use Abila MIP distribution code units.
- Account codes are required at requester level.
- Prevent account codes at requester level.
- Require a vendor before submitting for approval.
- Disable vendor selection at requester level.
- Do not allow approvers to edit Abila MIP vendor data.
- Enforce Abila MIP account code combination.
- When receiving/picking hide the quantity ordered and unit price.
- Reason/justification is required at requester level.
- Turn off best fit and auto column width.
- Enforce COA restrictions when switching workflows.
- Do not default effective date on a new document.
- Show number of decimals.

Fields/ Buttons	Description
Document Statement	Text that will appear on the printed requisition form.
New Vendor Rule	Indicates whether users can add a new vendor or not.
JV Segment ID for Payment	Selects general ledger segment to use for payment.
	Click on this button to **Save** the changes.
	Click on this button to **Undo** the previous edit.
	Click on this button to **Import** documents. Refer to **Shared Activities>Import from Excel** 216 for more details.

5.3.2 New Vendor Maintenance

This form allows a user to delete unused vendors. Select the **New Vendor Maintenance** option from the **Setup** menu. The following window will appear:

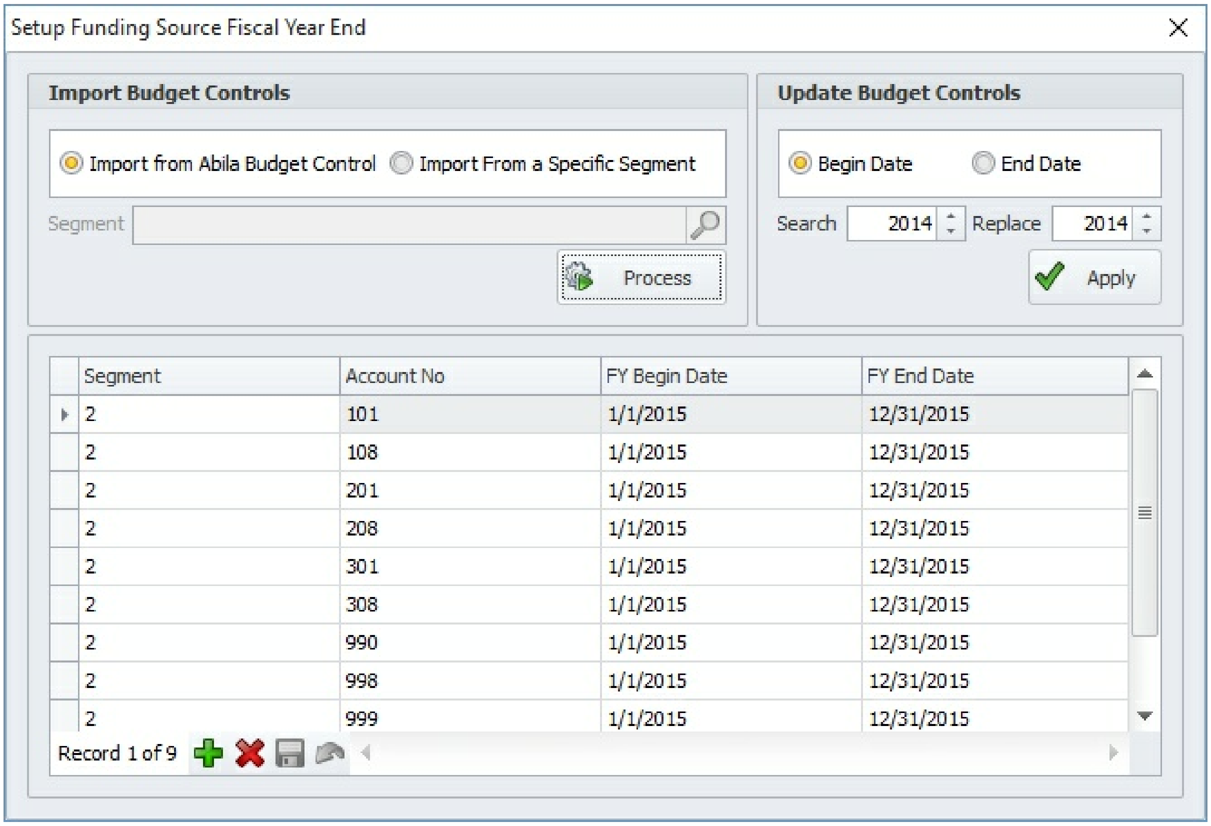


This window displays all the vendors present in the database.

Field/ Button	Description
	Click on this button to **Delete** the selected vendor. A dialog box informing the user of the completion of the action will pop up.

5.3.3 Setup Funding Source Fiscal Year End

Utilize this form to add any funding sources that are on a different fiscal year as your current organization's fiscal year. This information is only used by the *Requisition Module*. Any documents that are using the accounts that a user specifies on this form will retrieve the available funds data based on the **Begin Date** and **End Date** for the funding source.



Import Budget Controls:
Users have the option to import from Abila MIP's **Budget Control or a Specific Segment** option. If the **Specific Segment** option is selected, then the desired segment must be picked from the list. Click the appropriate option and then the **Process** button. You will then be prompted to confirm the action.

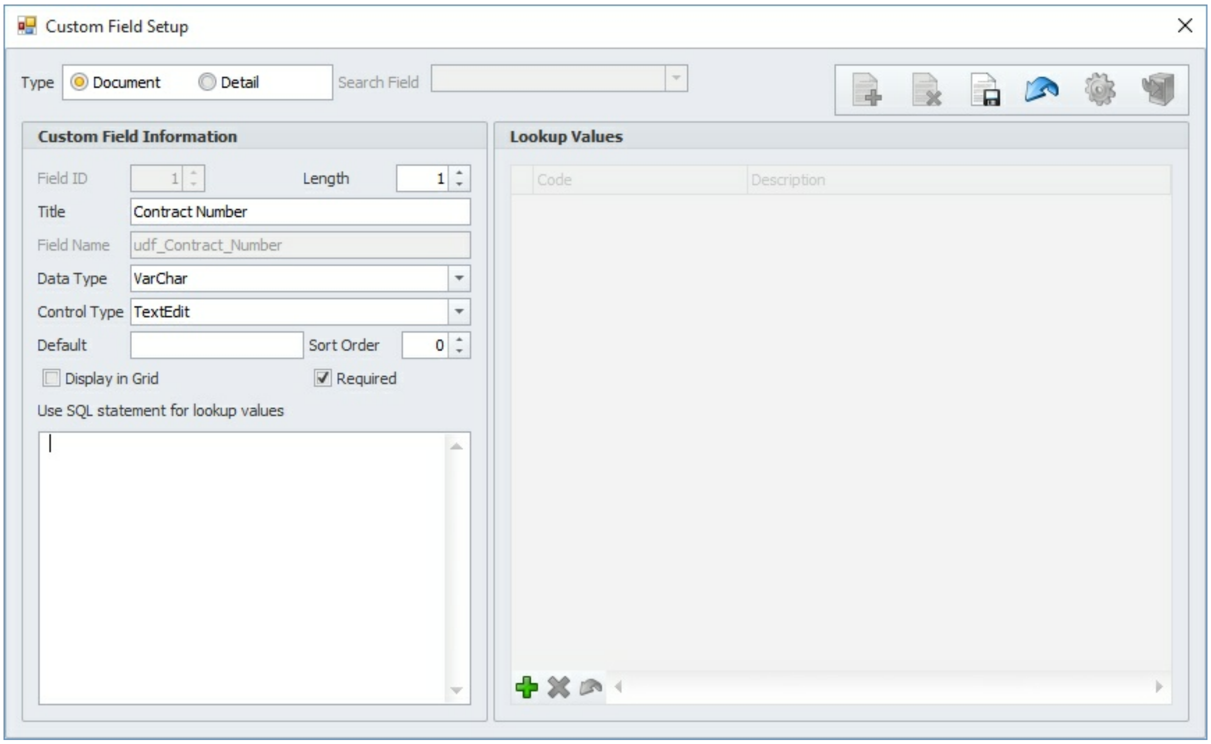
Update Budget Controls:
To apply the **Budget Controls** option select the **Begin Date** or **End Date** option and click on the **Apply** button.

Fields/ Buttons	Description
	Click on this button to **Add** a new budget control element to the displayed list.
	Click on this button to **Delete** a line item from the displayed list.
	Click on this button to **Save** the changes.
	Click on this button to **Undo** the last edit.

5.3.4 Create User Defined Fields

This form enables users to add fields to the purchase requisition form. Select the **Create User Defined Fields** option from the **Setup** menu.

The following window will open on the user's screen:



Fields/ Buttons	Description
Search Field	User can search for a UDF or select a field from a drop-down list. The rest of the fields in the form will be filled in according to the default values of the selected field.
Field Title	Enter the name of the field that should be displayed on the requisition form.
Sort Order	The order of the fields will be presented on the requisition form.
Lookup SQL Stmt	Intended for users with programming skills to query lookup data from another database.
Default value	Initial value for the field.
Control Type	Select one of the options from the drop-down list: 1. LookupEdit 2. TextEdit

3. DateEdit

Click on this button to **Add** a new user defined field (UDF).

Click on this button to **Delete** the selected UDF.

Click on this button to **Save** the UDF.

Click on this button to **Cancel** the edit performed.

Click on this button to to **Map** the UDF to the purchase requisition form.

UDF mapping to Abila MIP FA
Click on this button to **Add** a new line item.

Click on this button to **Delete** the selected line item.

Click on this button to **Undo** the previous edit.

5.3.5 Requision/PO Spending Limits

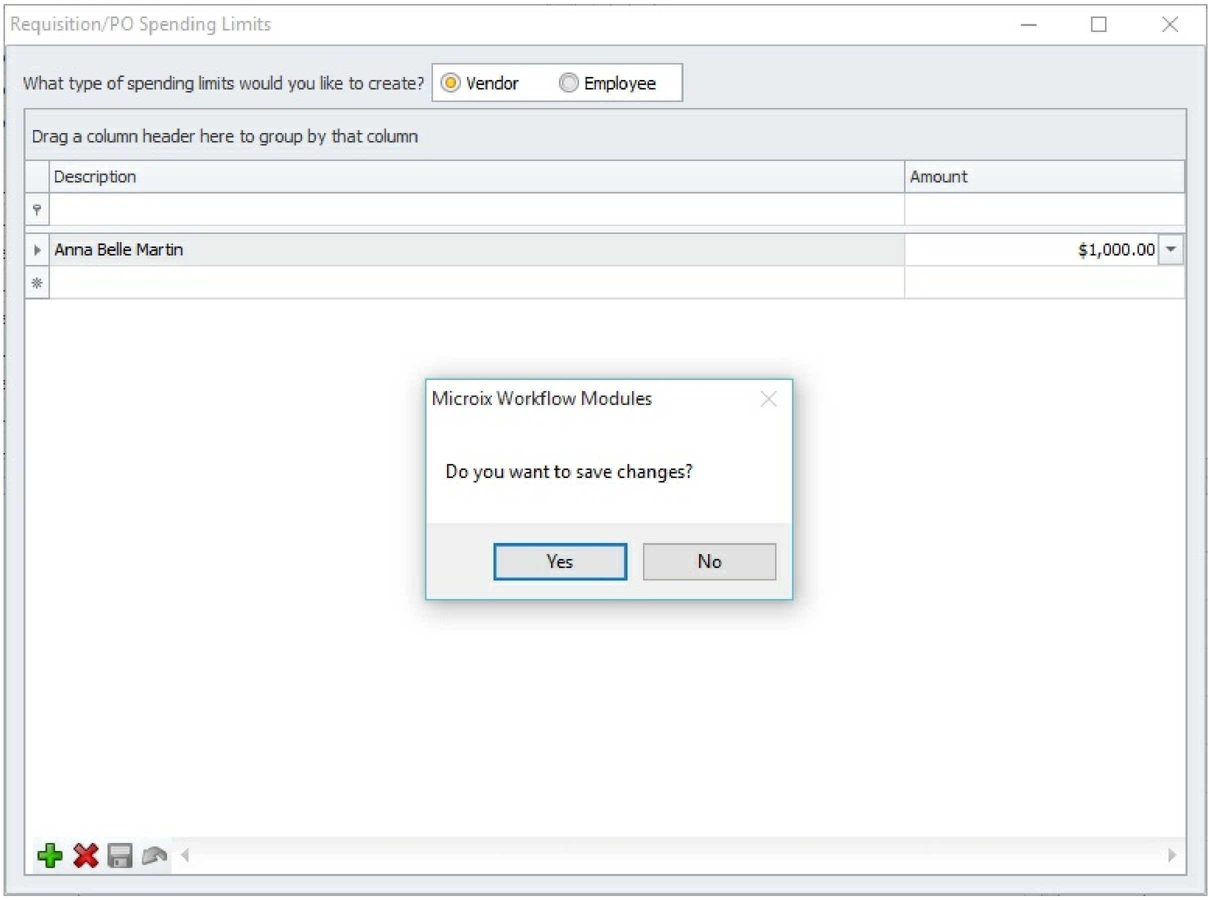
The **Requisition/PO Spending Limits** screen will allow you to set limits for a particular employee or specific vendor's spending.

Select the type of limit to create (**Vendor** or **Employee**):

In the Description column, choose either the **Vendor** or **Employee** name to limit.

In the Amount column, set a dollar value as the limit.

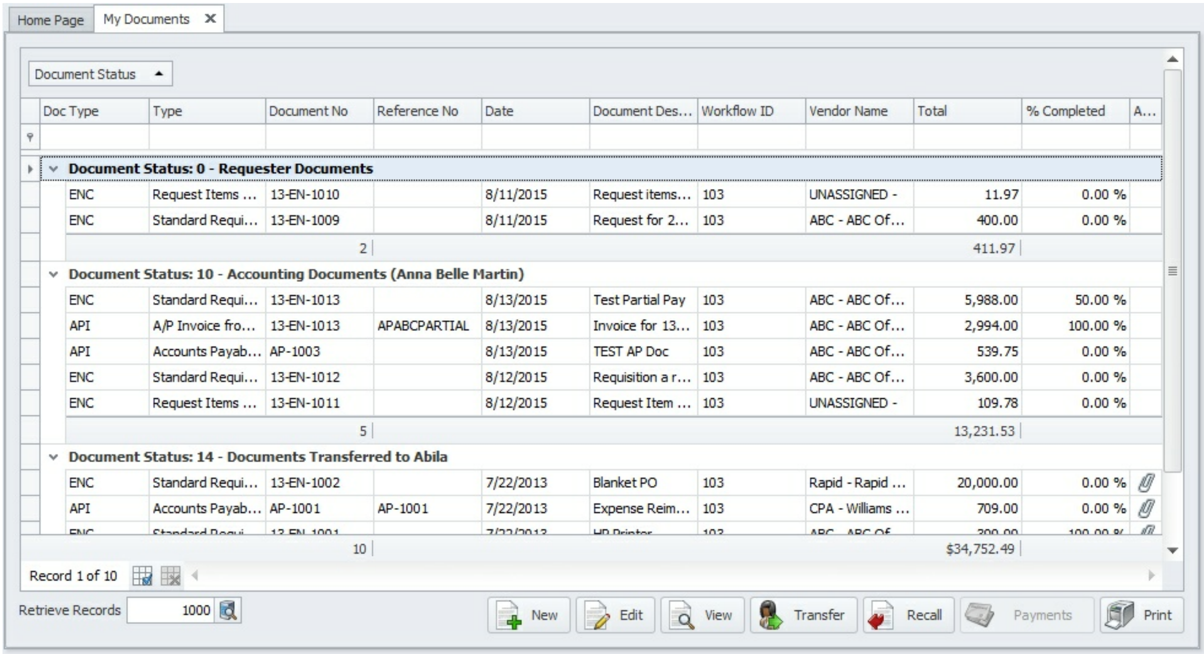
Click on **Yes** to save your work.



5.4 My Documents

This form displays a list of all requisitions, AP invoices and encumbrance modifications created by the login user. See below for other functions that are available.

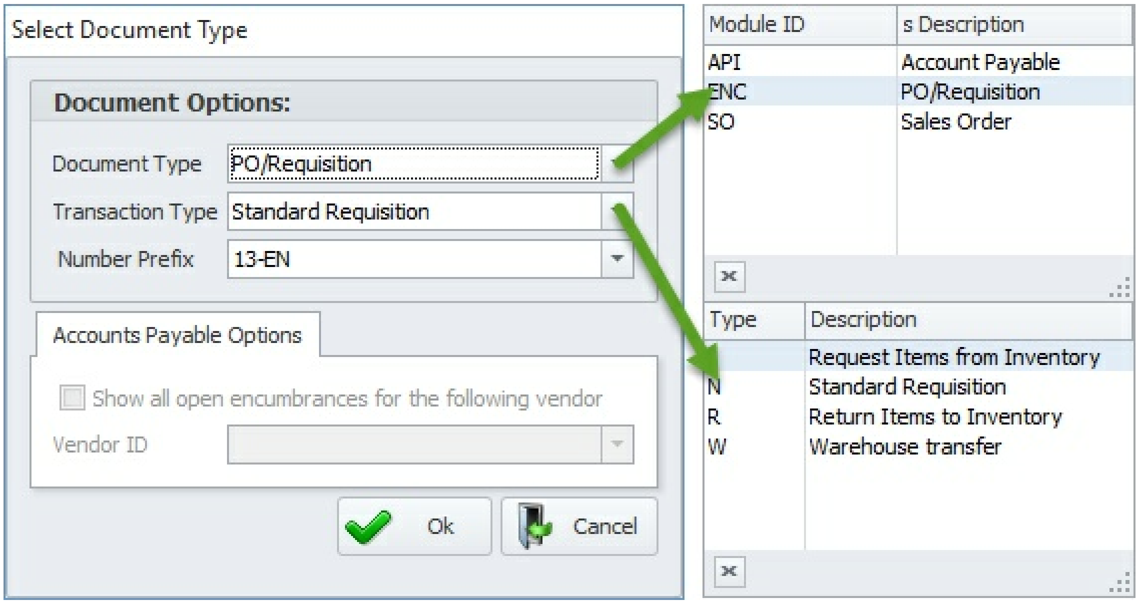
To filter, sort and group the data see **Sorting/Grouping/Filtering Data Grids** 213.



Buttons	Description
	Click on this button to **Add** or **Create** a New Document 72.
	Click on this button to **Edit** an existing document. The **Edit** function is not available after submitting your document for approval.
	Click on this button to **View** the document in read-only mode.
	Click on this button to temporarily or permanently **Transfer** ownership of your new document to another *Microix* user.
	If you've submitted your document for approval and need to make any modifications, you can try to **Recall** the document to your queue. However, if it was approved, then the system will not allow you to recall it.
	View all payments that were applied to the AP invoice or purchase document.
	Click on this button to **Print** a copy of the My Document list.

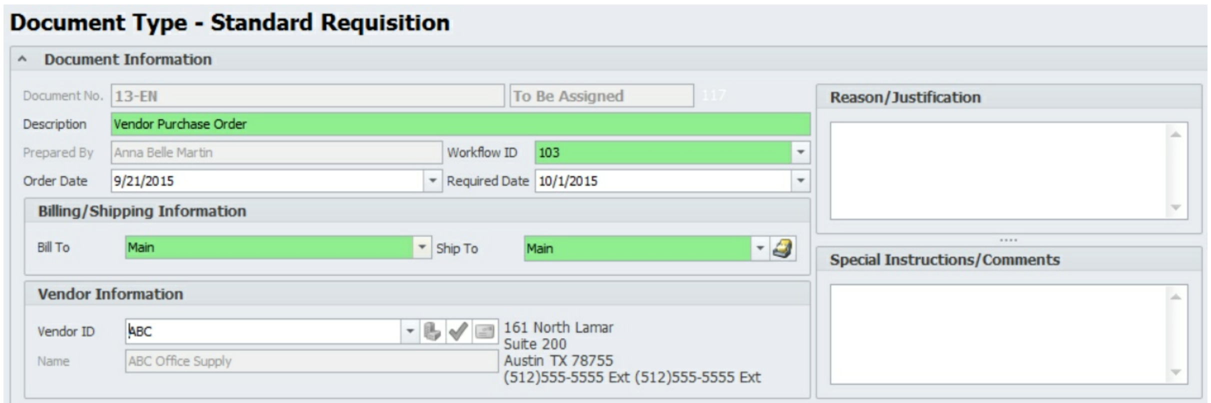
5.4.1 Create New Document

To create a new document click on the **Add**  button located at the bottom of the **My Documents** form. A form will appear allowing you to choose a document type and prefix.



Fields/ Buttons	Description
Document Type	1. **Accounts Payable** - Select this option to create check requests or vouchers. This type of transaction will be transferred directly to Abila MIP FA Accounts Payable Module. 2. **PO/Requisition** - Use this option to create a requisition or purchase order. This type of transaction can be transferred directly to Abila MIP FA Encumbrance Module. 3. **Encumbrance Modifications** - Select this option to create modifications to an existing posted encumbrances in Abila MIP FA. Administrators can remove some of the **Document Types** that are available in the lookup list box by navigating to the **Maintenance Tab>Organization Workflow>Requesters** 153 tab. Next, select the **Document Type** and remove the employees from the selected list box.
Transaction Type	There are several different transaction types for PO/Requisition documents: I - Request Items from Inventory N - Standard Requisition R - Return Items to Inventory V - Inventory Purchase Order W - Request Inventory Transfer The N - Standard Requisition type is covered in this section of the manual while the inventory transaction types are detailed in the[****] 113 **Inventory Module>Create New Inventory Document** 113 section.
Document Prefix	Select a document prefix from the combo box. Multiple prefixes can be created via the **Maintenance>Global Options>Document Number** 174 form. Document

Fields/ Buttons	Description
	prefixes are ultimately part of your document number and it can be used to assigned different sequential number for each selected prefix.



Field/ Button	Description
Document No.	Assigned automatically upon saving or the administrator may turn on a feature that allows users the ability to manually enter a pre-defined number (see **Maintenance>Global Options>Document Number** 174).
Description	Enter a general description of the item(s) being purchased/requested. Upon transferring the document to Abila MIP Fund Accounting, the system will truncate this description based on the maximum field length Abila MIP FA accommodates.
Prepared By	Your name will appear in this field as read-only.
Workflow ID	The system will automatically default your **Workflow ID** in this field. If you belong to multiple workflows, then click on the **Down** arrow to select a different **Workflow ID**.
Order Date	The current date will be defaulted in this field.
Required Date	The system will automatically enter the **Required Date** as ten days after the **Order Date.** You may change this date, if necessary..
Bill To	You can accept the default **Bill-To** address or change it based on your internal policies. Click on the **Down** arrow to select a different **Bill-To** address if applicable. A default **Bill-To** address can be defined for each workflow and set as read-only option. See **Shared Activities>Address Code Maintenance** 218 tab.

Field/ Button	Description
Ship To	Accept the default **Ship-To** address or change it based on your internal policies. Click on the **Down** arrow to select a different **Ship-To** address if applicable.
Vendor ID	Enter the **Vendor ID** or use the **Down** arrow to search for a specific vendor. When searching for a vendor, you can click on the different columns to search by **ID, Name or Address**.
Vendor Name	The Vendor Name will automatically populate in this field after selecting a **Vendor ID**.
Reason/ Justification	An option in the requisition setup indicates whether this field is a required entry for requesters.
Special Instructions/ Comments	Enter any comments that will provide additional information or special instructions to Vendors and/or Approvers. These comments/instructions will also be included on the printed form.
Additional Information	If custom fields were added to the document, they will appear in this section. Consult internal documents for instructions on using custom fields (User Defined Fields).
	Click on this button to **Delete** your document.
	Click on this button to **Save** changes to your document.
	Click on this button to **Undo** the last changes.
	Click on this button to **Submit** your document for approval.
	You can view the **Audit Trail**. This window displays the progress of the document in the approval cycle. See **Shared Activities>Audit Trail** 213 for more details.
	Click on this button to **Email** correspondence. See **Shared Activities>Email** 210 for detailed instructions on how to send email messages.
	Click on this button to **Attach** electronic files to your document. See **Shared Activities>Attachments** 211 for detailed instructions on how to include attachments.
	Click on this button to **Print** a copy of your purchase request.

Item No.	Qty	Units	Date	Description	Type	Price	Amount	Dist Code	Fund	Grant	GL	Progr	Dept	117
x113	23.00	EA	9/21/2015	Copier Paper	N/A	$2.78	$63.94	Day Care	01	301	57001	401	201	1
x205	11.00	EA	9/21/2015	Toner/Ink	N/A	$12.82	$141.02	Day Care	01	301	57001	401	201	1

The general ledger segments in this form are imported from Abila MIP FA.These fields will be filled in from your organization's Abila MIP database (the segments displayed in this document are from a sample data base). Each field can also be selected from a drop-down list.

Note: To avoid errors while replicating these codes, a copy feature has been provided.

Field/ Button	Description
Item No.	This is the item's catalog number for a vendor.
Quantity	User should enter the number of items to be purchased.
Units	This field will default to "EA".
Date	This field will be filled in with the date provided earlier.
Vendor ID	Select the preferred vendor for the item being ordered.
Dist Code	See **Requisition Module>Create New Document>Distribution Code Allocation** 82.
Description	If an item is selected from the list, the description will be defaulted. The user can override the description if they choose.
Type	The user should select the appropriate option for each item from a drop-down list. This describes the type of item being ordered.
Tax Rate	The tax rate may or may not be applicable for the item depending on the item setup.
Price	The user should enter the price per item.
Amount	This field will calculate the total cost of the item.

Note: The cell code and description is provided for a quick view. The benefit of this feature is that approvers do not have to to drill into each segment. Click on the line item to view the complete information.

Field/ Button	Description
	Click on the **Copy** the account codes of the above item.
	Click on this button to **Delete** the selected item from the purchase request.
	Click on this button to **Cancel** the edit performed on the selected field.
	Click on the **Templates**  button to open a predefined purchase requisition.
	Click on the button to **Copy** items from a previously written purchase request.

All the items in the selected purchase request will be added to the current document. The user can edit these items after copying them.

This function enables managers and supervisors to check unnecessary spending. It provides a quick check for budget allocations for the items in the purchase request.

Note: This function is linked to Abila MIP FA general ledger.

Click on he button to apply a mass update for a chosen field (refer to **My Documents>Create New Document>Global Update** 81 for more details).

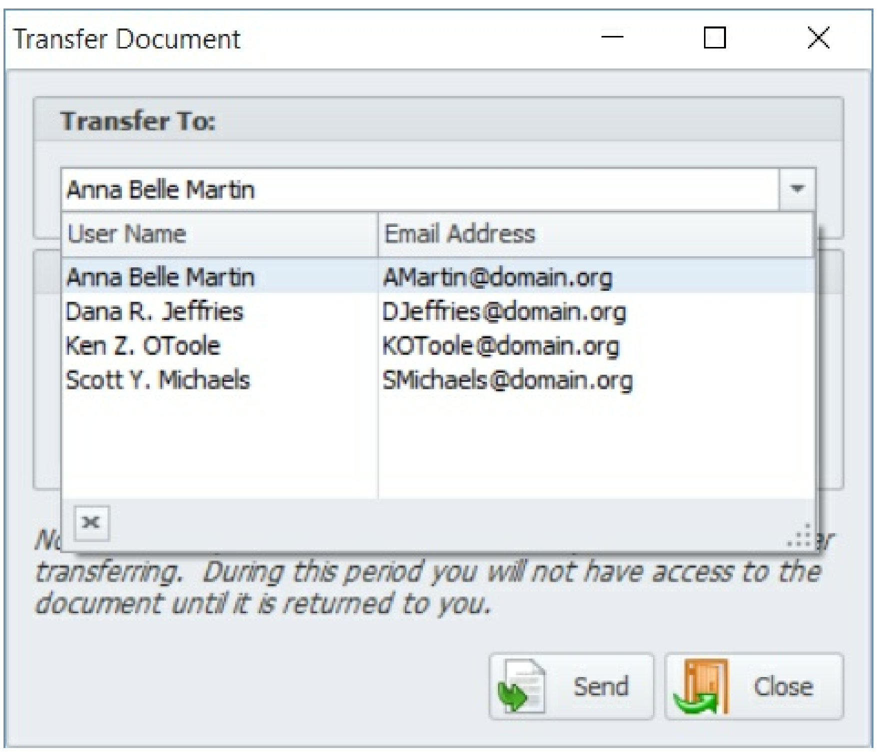
Click on the button to import a spread sheet as a purchase request (refer to **Shared Activities>Import from Excel** 216 for more details).

Click on this button to add items to global list.

Transfer:

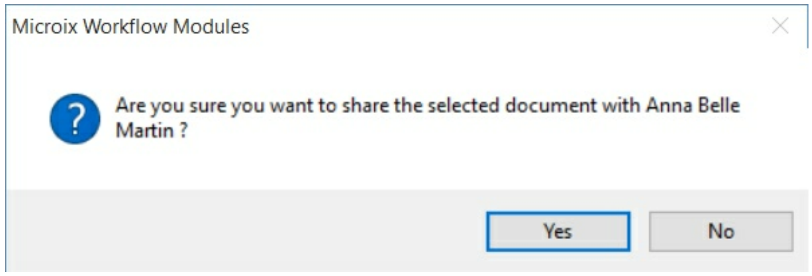
Using this option a user can transfer a document to another user in the same workflow.

When a user clicks on Transfer the following window pop-ups on the screen:



Fields/ Buttons	Description
Transfer To	Click on the **Down** arrow to select the name of the person from the same workflow to whom the document should be transferred.
Message	Enter a message (if any) for the recipient of the document.

	Click on this button to **Send** the document to the recipient. The user will be asked to confirm the action in the next window.



Click on "Yes" to confirm or click "No" to return to the My Documents page.

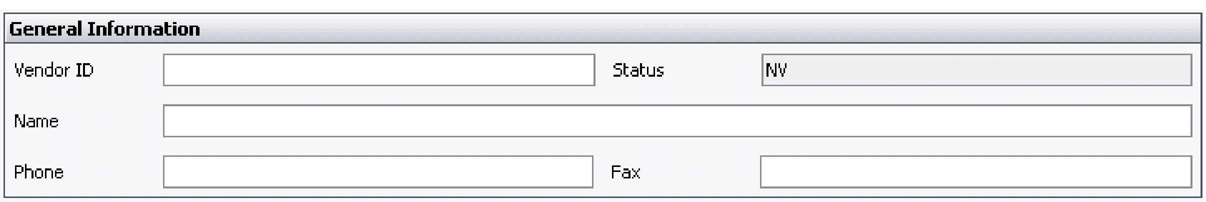
	To exit the transfer document function and return to the My Documents page.

5.4.1.1 Vendor Maintenance

To add a new vendor click on  . This function can be enabled for users depending on your organization's rules.

Field/ Button	Description
	Click on this button to **Add** a new vendors to the list.
	Click on this button to **Save** the vendor information in your database.
	Click on this button to **Undo** the changes or exit from the vendor information form.

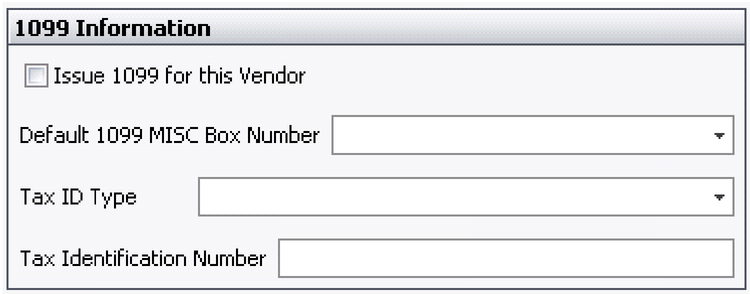
General Information:



Fields/ Buttons	Description
Vendor ID	Enter the **Vendor ID** to add to the vendor list. The Accounting Department will be able to edit this field before approving the vendor.
Name	Enter the complete legal **name** of the vendor.
Phone	Enter the **telephone** number of the vendor.

Fax Enter the **fax** number of the vendor.

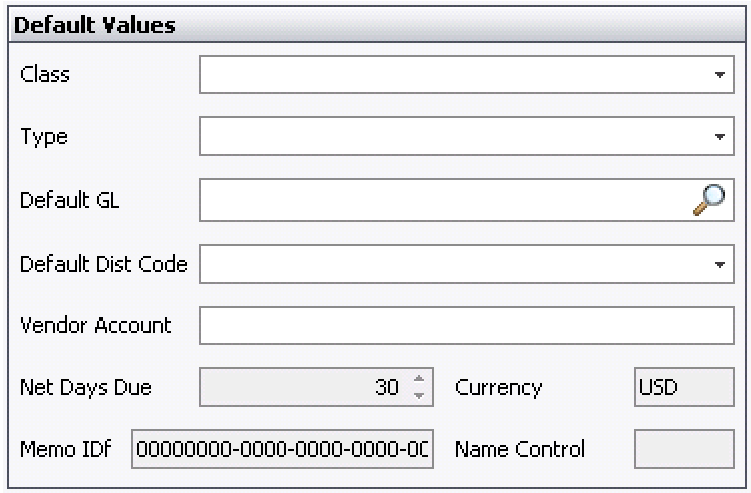
1099 Information:



Fields/ Buttons	Description
Issue a 1099 to this vendor	Check this block if you plan to issue 1099 for this vendor. The user should check with the Accounting Department.
Default 1099 MISC Box Number	Select the appropriate option from the drop-down list.
Tax ID type	Select the correct **Tax ID** from a drop-down list.
Tax Identification number	This information can be provided by the vendor.

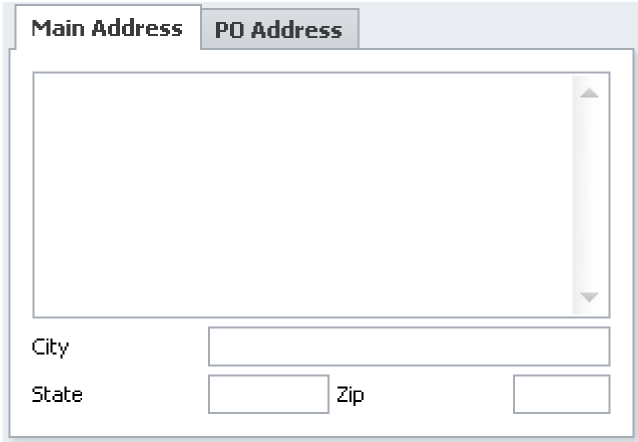
The information required in this form can be completed by the Accounting Department. The requester can proceed even if this information is not available to them.

Default Values:



Fields/ Buttons	Description
Class	Select the appropriate option from a drop-down list. This list can be set up according to your organization's requirements.
Type	Select the vendor **Type** from the drop-down list.
Default GL	If the user has the information about the G/L account, then they can enter this information or select an option from a drop-down list. The G/L account entered here will be the default account for each of the transactions for that vendor.
Default Dist Code	The user can select an existing distribution code from a drop-down list. The **Distribution Code** entered here will be the default code for any transaction entry for this vendor. The **Distribution Code** can be changed for individual transactions.
Vendor Account	Enter the account details for the vendor. This information can be filled in by your **Accounting Department.**

Main Address:
Enter the vendor's address in the space provided in the **Main Address** tab.



If the **Main Address** and **PO Address** of the vendor are the same, then check the block in the **PO Address** tab to avoid re-entering the vendor address.

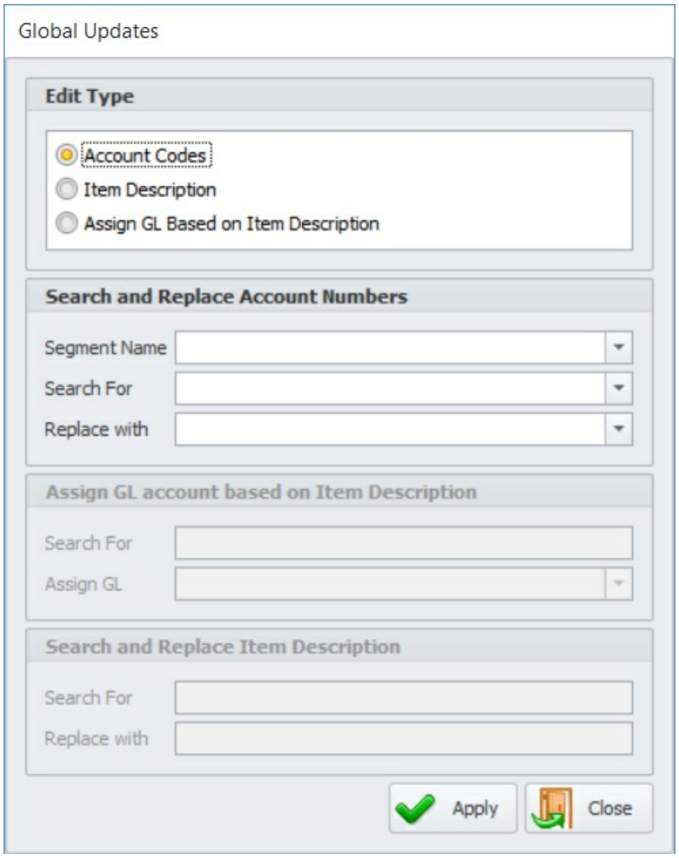
5.4.1.2 Templates

This function allows a user to create a purchase request with predefined fields. This way users need not fill in information every time they create a purchase requisition. Click on the **Templates** button to open a predefined purchase requisition.

Field/ Button	Description
Template Name	Select a predefined template document from a drop-down list by clicking on the **Down** arrow .
Distribution Code	Select the **Distribution Code** to be used for the template from a drop-down list by clicking on the **Down** arrow.

5.4.1.3 Global Update

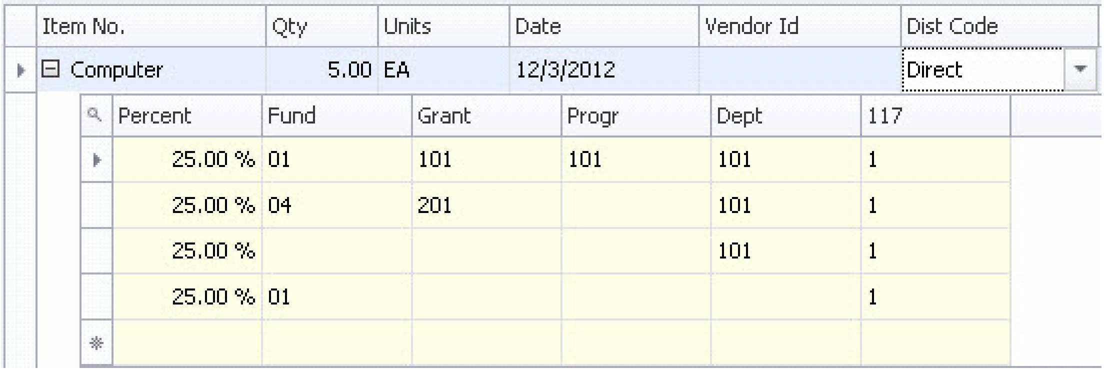
Click on the **Global Update** button to perform a mass update. The user can search for and update a field for all line items rather than editing each one individually. When the user clicks on the **Global Update** button the following window will appear:



Fields/ Buttons	Description
Segment Name	Select the appropriate option from the drop-down list by clicking on the **Down** arrow.
Search For	Select the code for the segment from the drop-down list by clicking on the **Down** arrow.
Replace With	Select the option which the segment should be replaced from the drop-down list.
	Click on this button to **Apply** the changes to the code segments.
	Click on this button to **Close** the **Global Update** form and return to the purchase request.

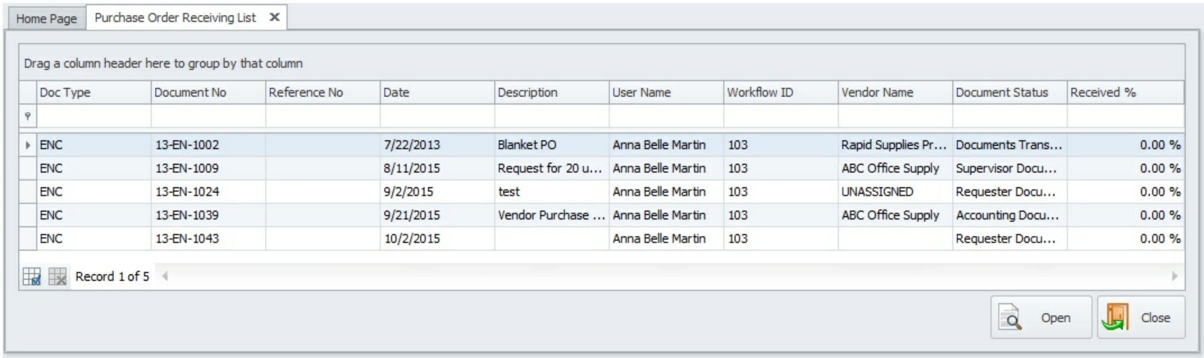
5.4.1.4 Distribution Code Allocation

This feature allows the user to split the cost of an item among multiple departments. The distribution codes with their allocations are set up in Abila MIP. During entry of a line item, if the user selects a distribution code from the pick list, then the application will read from the database and add the allocation percentages to that line. When the document is transferred to Abila MIP the allocation percentages will be applied against the line amount and spread across the distribution accounts.

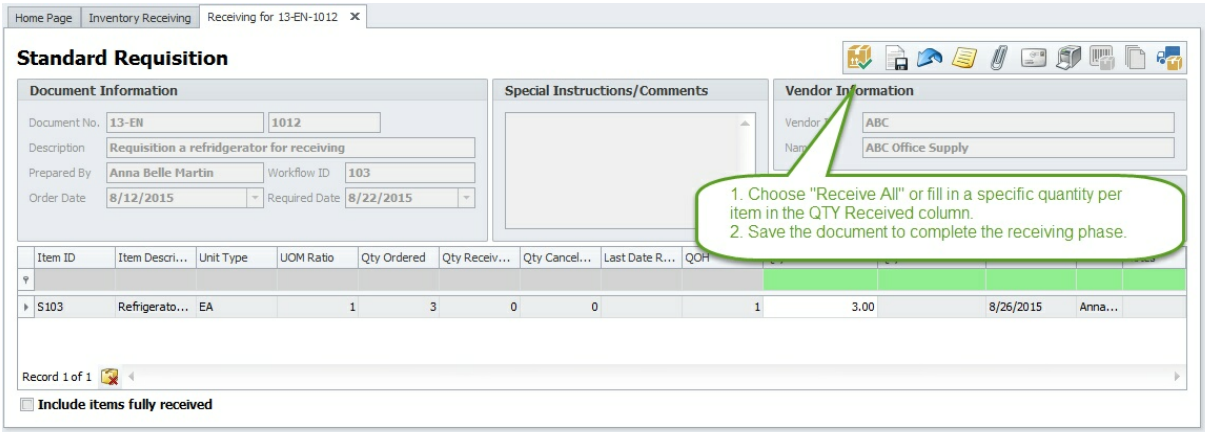


5.5 Receiving

The **Receiving** function notifies the system that the items in a purchase requisition have been received.



Select a purchase document from the list and then click on the **Open** button. The purchase request will open in a new tab and the user will be able to view the line items in the document.



How do I reset receiving? (two options)

If the document is NOT 100% received – you can reset receiving for a particular line by selecting the received line and click on the **Reset Receiving** button on the bottom left:

If the document is 100% received – navigate to **Maintenance> Document Maintenance**, then select the document and click on the **Reset Receiving** button on the bottom left:

Fields/ Buttons	Description
	Click on this button to **Save** the current document or changes to the document.
	Click on this button to **Undo** changes to the items receive status.
	To view the audit trail. This window will display the progress of the document in the approval cycle. See Shared Activities>Audit Trail 213 for more details.
	To receive all the items in the purchase request. User will be prompted to confirm the action. Click on "Yes" if you have received all the items or click on "No". Once all the items in a purchase request have been received it will no longer be seen in the "Purchase Order Receiving List" for the user.
	Click on this button to **Attach** documents to the purchase request (i.e. e-mails, quotations, spread sheets, etc.) See **Shared Activities>Attachments** 211 for more details.
	Click on this button to **Print** a copy of the purchase request.
Qty	Enter the quantity received.
Type	Select the appropriate option from a drop-down list. The list can be set up according to your organization's requirements. The user can select if the item was received, damaged, backordered etc.
Date	This field will default to the current date. The user can also edit this field.
By	This field will default to the name of the user.
Notes	Enter comments or information (if any) about the received item.
	Click on this button to **Add** a new line to the current item that the user is

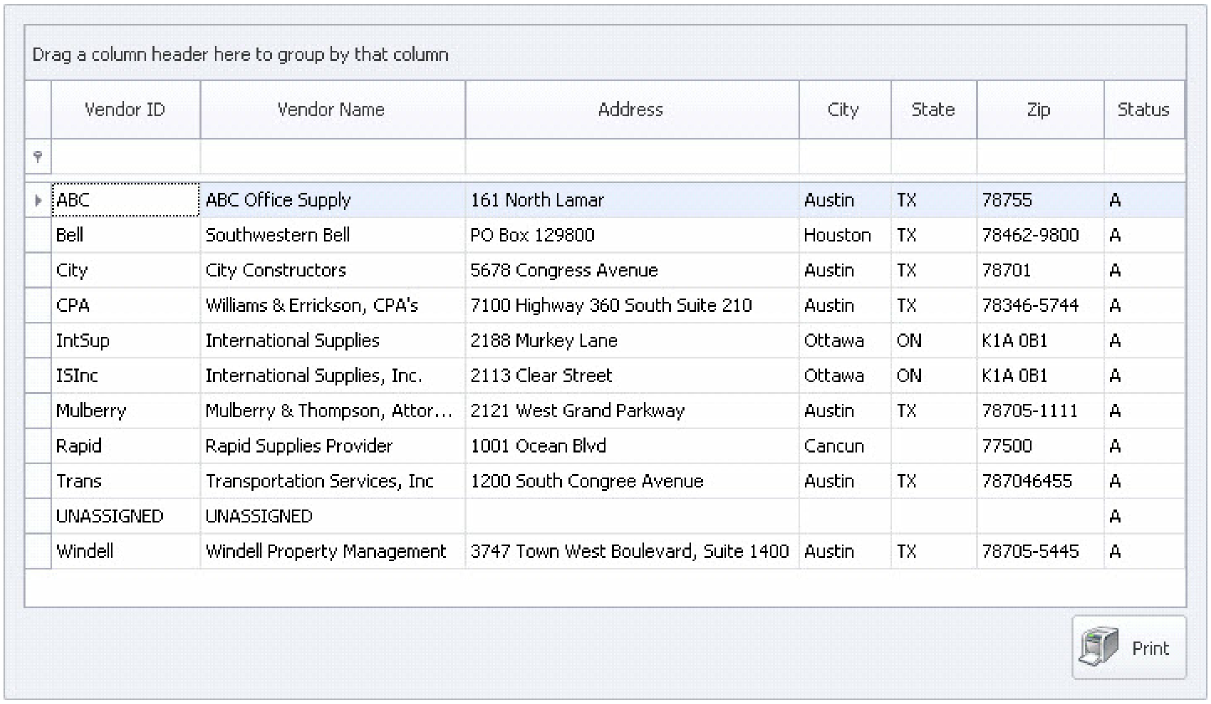
receiving. This button can also be used to copy the receiving information of the previous item for the next item.

 Click on this button to **Delete** the selected line.

 Click on this button to **Undo** the edit performed.

5.6 Query Vendors

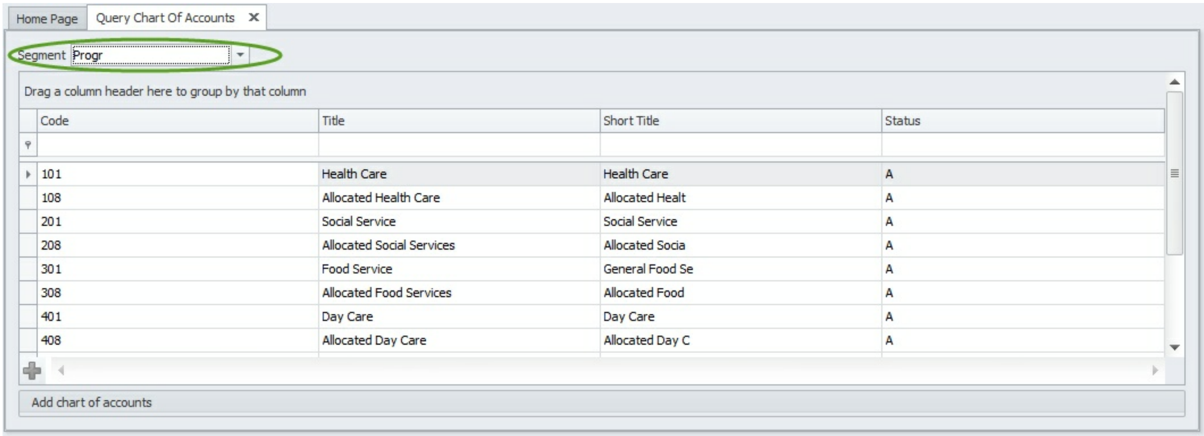
This form gives you one-touch access to the vendor list, which can then be filtered, sorted and/or printed.



Vendor ID	Vendor Name	Address	City	State	Zip	Status
ABC	ABC Office Supply	161 North Lamar	Austin	TX	78755	A
Bell	Southwestern Bell	PO Box 129800	Houston	TX	78462-9800	A
City	City Constructors	5678 Congress Avenue	Austin	TX	78701	A
CPA	Williams & Errickson, CPA's	7100 Highway 360 South Suite 210	Austin	TX	78346-5744	A
IntSup	International Supplies	2188 Murkey Lane	Ottawa	ON	K1A 0B1	A
ISInc	International Supplies, Inc.	2113 Clear Street	Ottawa	ON	K1A 0B1	A
Mulberry	Mulberry & Thompson, Attor...	2121 West Grand Parkway	Austin	TX	78705-1111	A
Rapid	Rapid Supplies Provider	1001 Ocean Blvd	Cancun		77500	A
Trans	Transportation Services, Inc	1200 South Congree Avenue	Austin	TX	787046455	A
UNASSIGNED	UNASSIGNED					A
Windell	Windell Property Management	3747 Town West Boulevard, Suite 1400	Austin	TX	78705-5445	A

5.7 Query Chart of Accounts

This screen provides easy, quick access to the Chart of Accounts. You may select a segment to display all of the codes available for that segment. The users with the required security rights can also add accounts from this screen.

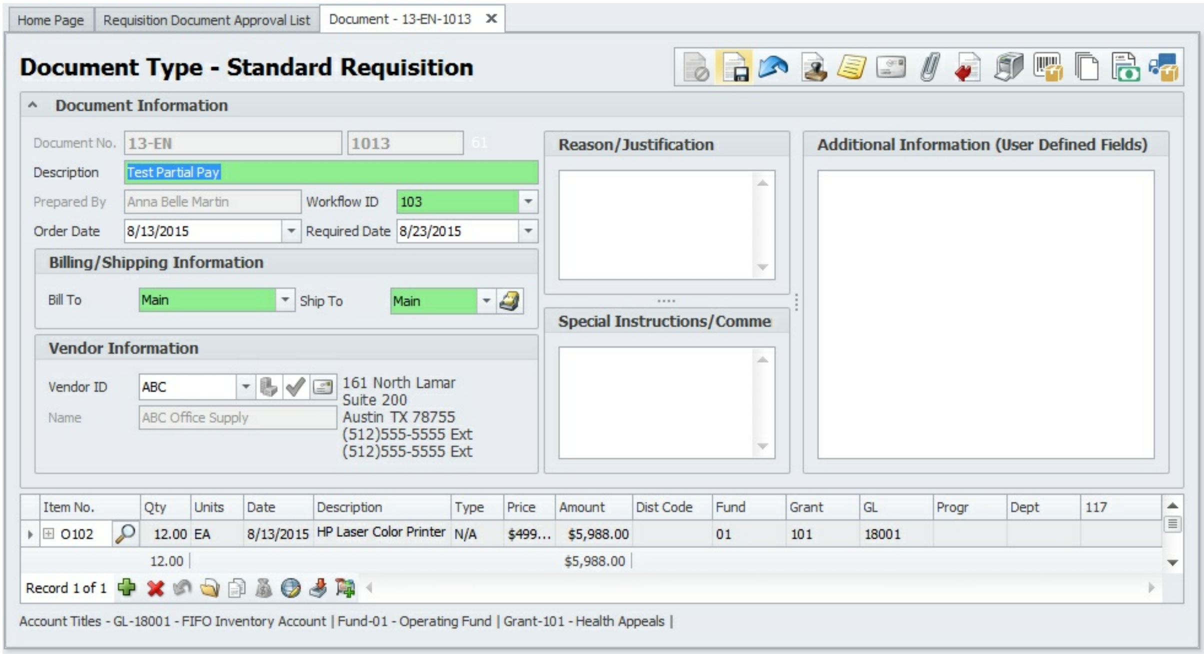


5.8 Approve Documents

Approve Documents enables a manager or supervisor to view, edit, and approve documents that have been submitted to them for approval. This functionality can be activated for the appropriate personnel according to your organization's requirements. Click on **Approve Documents** to open a new tab displaying the list of purchase requests that an approver has to approve.

Fields/ Buttons	Description
	To open the selected purchase request in a new tab. The approver can edit the request when a document is opened in this mode. A dialog box will pop-up on the user's screen. The user can read the comments about that document.
	Click on this button to **View** a selected purchase request in a new tab. The approver cannot make changes to the document if opened in this form.
	This button provides an option to **Split** the selected document. See **Requisition Module>Approve Documents>Split Requisition** 89.
	This button allows the user to change the type of a purchase request from ENC to API and vice versa.
	Click on this button to **Print** the current open purchase request. A new tab displaying the printable form of the document will open on the user's screen. The document can also be saved in a printable format.

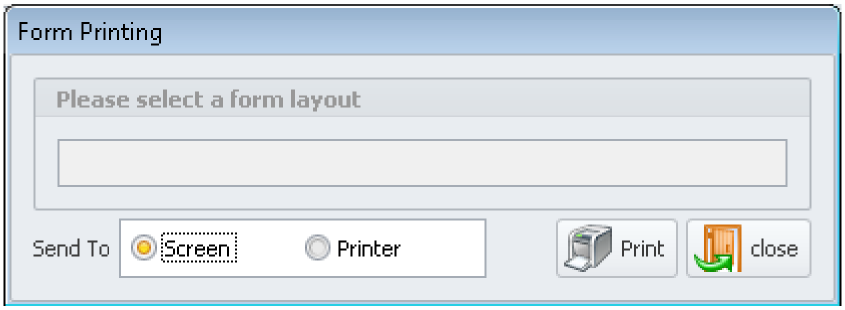
When an approver opens a document for approval the following tab opens on the approver's screen:



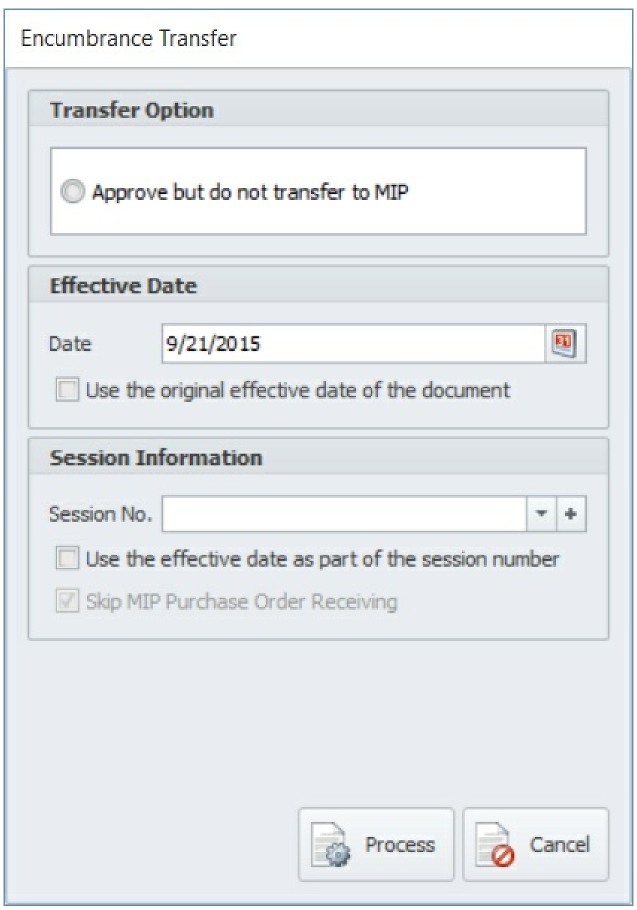
Fields/ Buttons	Description
	Click on this button to **Void** a purchase request. A dialog box will open and ask for confirmation. Click on **Yes** to confirm or click on **No** to return to the document.
	Click on this button to **Save** the current document or changes to the document.
	Click on this button to **Undo** changes to the document.
	Click this button to **Approve** the currently opened document (refer to **Approve Documents** for more details).
	Click on the **Audit Trail** button to list the progress of the document in the approval cycle (refer to **Shared Activities>Audit Trail** 213 for more details).
	This button allows you to send an **Email** from Microix. A manager or supervisor can use this function to request the user to make changes to the document. The user can use this function to ask for additional information about a purchase request that they are creating (refer to **Shared Activities>Email** 210 for more details).
	Click on the **Attach** button to add documents as attachments to the purchase request(i.e. emails, quotations, spread sheets, etc. refer to **Shared Activities>Attachments** 211 for more details).
	Click on this button to **Re-Route** the purchase request to a selected user from a list. (refer to **Shared Activities>Re-Route** 209 for more details).
	Click on this button to **Print** the purchase request.

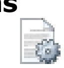
Approve Documents:

- Click on to approve the currently opened document. A dialog box will appear asking the user to confirm the action.
- Select **No** to return to the document. Confirm the approval action by clicking on **Yes**. A new dialog box will appear on the user's screen.



- Choose the appropriate option and print the form or save the document in any other printable format.
- Click on the **Close** button to exit from the printing option.
- Once completing or exiting the print action, a window called **Encumbrance Transfer** will appear on the user's screen.

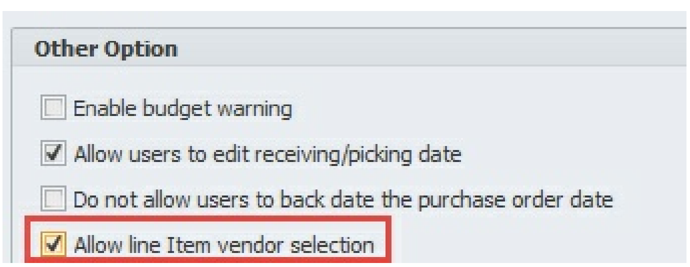


Fields/ Buttons	Description
Transfer Option	Check this box to transfer the approved document to Abila MIP FA.
Effective Date	This field will default to the current date. User can edit this field. Additionally, the user can check the box if the original effective date of the document should be used when approving the document.
Session Information	Click on  to create a new session in Abila MIP FA. User will be prompted to confirm the action. Click on **No** to exit generating a **Session No.** Click on **Yes** to confirm the action. A session number will be generated for the document. This field will be filled with the previous session number, by default. If an approver wants to add the purchase request to an existing session, then the **Session No.** can be selected from a drop-down list.
Transfer Transactions	Select the appropriate option and information (attachments, comments, etc.) pertaining to the document that will be transferred to Abila MIP FA.
	Click on this button to process the document transfer to Abila MIP FA as an unposted batch. A new dialog box confirming the successful transfer will pop-up. Click **OK** to return to the **Requisition Document Approval List** window. This will complete the approval process and the document will no longer appear in this window.
	Click on this button to exit the approval action. A dialog box informing the user of the action will pop-up. Click **OK** to return to the **Requisition Document Approval List** window.

5.8.1 Split Requisition

This feature of the *Requisition Module* allows a supervisor or manager to automatically split a requisition document into multiple documents based on two line-item criteria: Item Type (Inventory vs Non-Inventory) and Vendor. This results in multiple documents containing only one type of item or only one particular vendor per document.

Note: You will need to first allow vendors to be selected as a line item. Find this under **Requisitions> Setup> Options**. Check the **Allow line item vendor selection** box. Then you will log out and log back into the software.

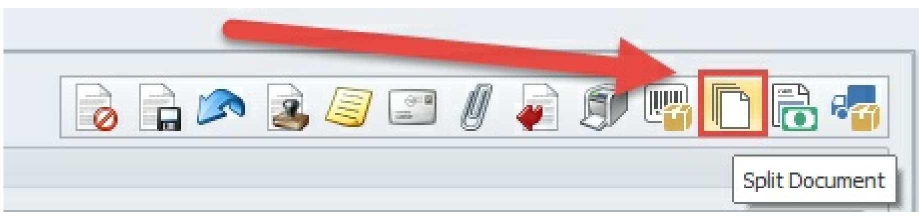


Note: The first time you attempt to split a document, you will receive a message that it is not at the appropriate level to split. Refer to the end of this section for information on designating the **Split Document Approval Level**.

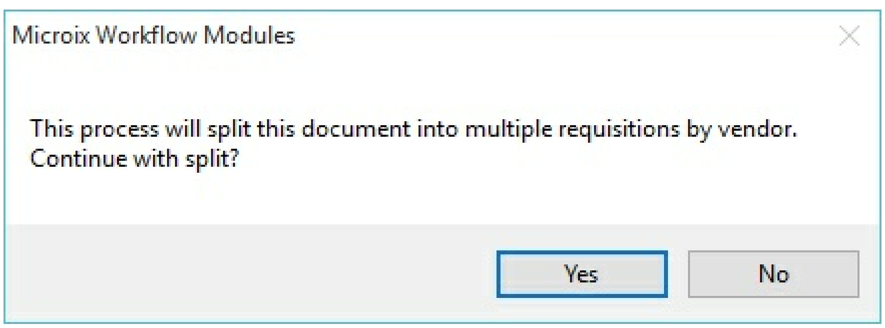
The process works as follows: A requisition document is entered which has multiple line items. Each of these lines are marked with the desired vendor but the vendors are different. The other option would be if multiple item types were selected, some inventory, some non-inventory. The order is then submitted by the requester.

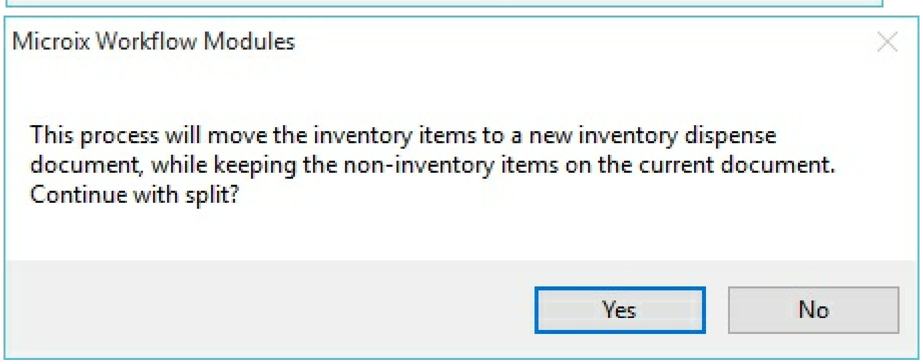
Item No.	Vendor Id	Qty	Units	Date	Description	Type	Price	Amount	Dist Code	Fund	Grant	GL
O101	Bell	2.00	EA	10/6/2015	Black Desk Chair	N/A	$59.00	$118.00		01	101	18001
M23456	ABC	5.00	EA	10/6/2015	Stethoscope Kit	N/A	$29.99	$149.95		01	101	18001

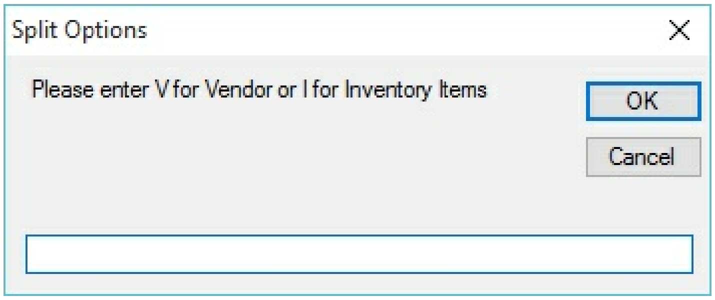
The approver receives the requisition document and authorizes the purchase. The approver selects the **Open** button to view the document. Noting that multiple vendors (or item types) are presented, to avoid having to split the requisition up into multiple documents manually, the approver selects the **Split Document** button:



At this point, the software checks the transaction lines for:
A) Multiple vendors
B) Multiple item types
C) Both (**Note:** you can only choose one or the other to split by)

A) 

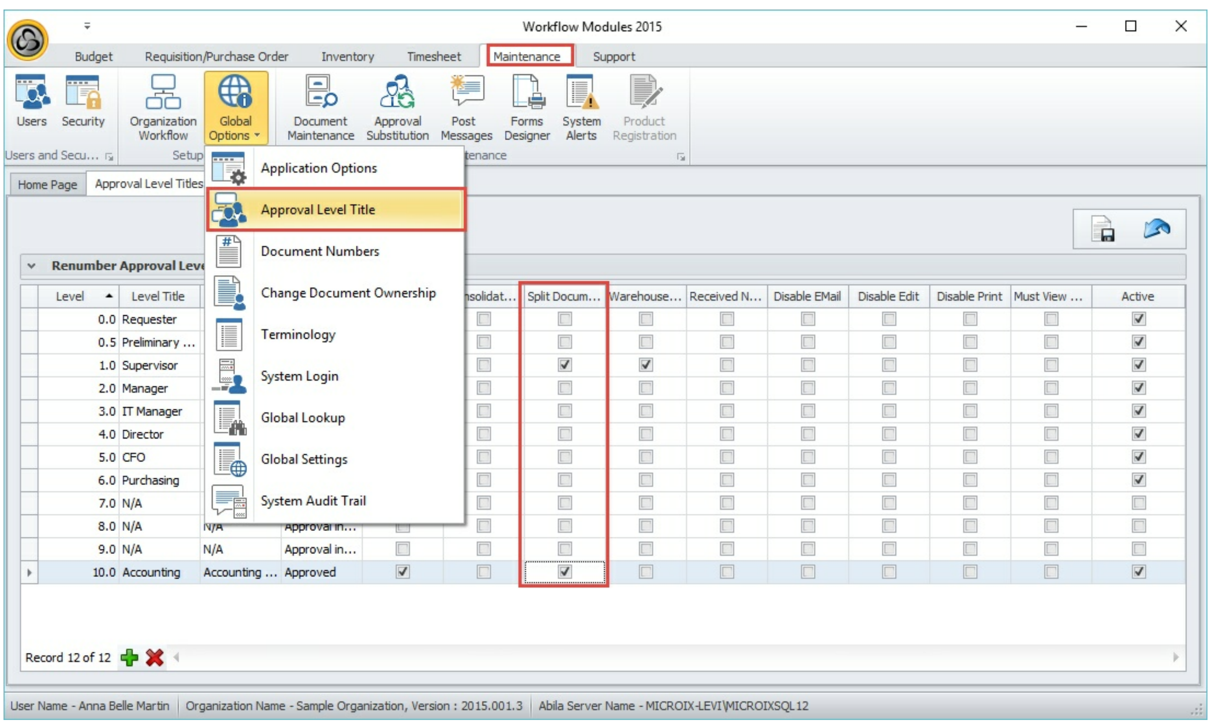
B) 

C) 

Affirming that the message will take the original document, keep the lines for the vendor/item type with the most line items and then create new documents for each other vendor/item type represented. You can accomplish this by moving their line items to the new documents. The new documents will be named with the original document number prefixed with an "-S1", "-S2", etc. to link the documents together visually. At the same time, the documents will be submitted to the next approval level automatically.

Split Document Approval Level:

1. Select the **Maintenance** tab**.**
2. Click on **Global Options** button then select **Approval Level Title.**
3. Place a checkbox in the **Split Documents** column of the approval level for which you would like to split.



5.9 Document Search

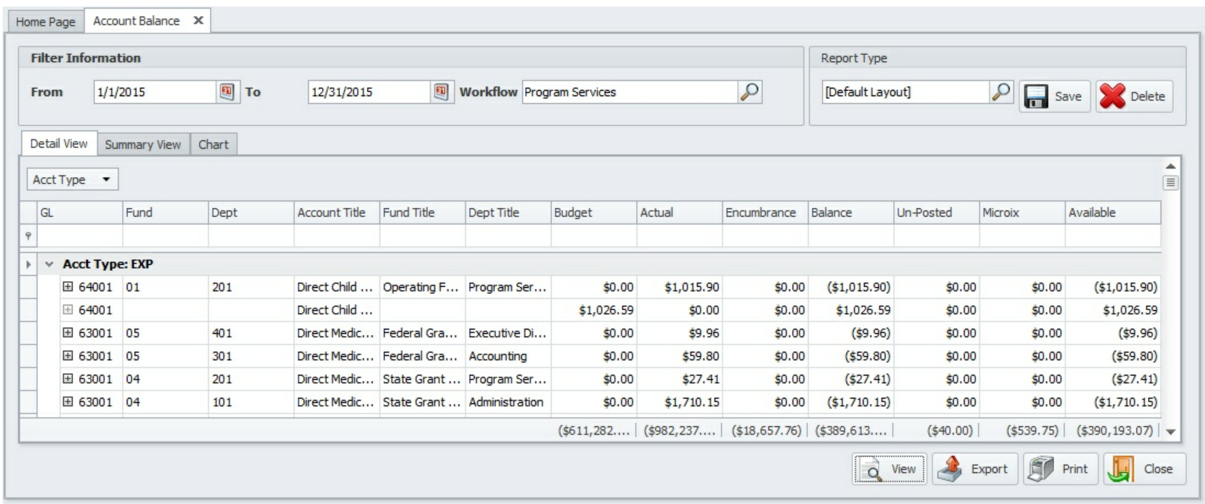
Refer to **Shared Activities>Document List** 219 for more details.

5.10 Reports

This function enables the user to generate reports for **Document List** with **Receiving Information** and **Requisition/PO** reports (refer to **Shared Activities>Reports** 219 for more details).

5.11 Display Account Balance

Managers can utilize this form to view the available funds for any of their assigned accounts.



Fields/ Buttons	Description
From	Select the date for viewing the budget information.
To	Select the date up to which purchase requests should be included in the report.
Workflow	Select the workflow from a drop-down list by clicking on  .

Field/ Button	Description
	Click on this button to **View** the result.
	Click on this button to **Export** the result in Excel (.xls) format. The user will be prompted to save the file.
	Click on this button to **Print** a copy of the result.

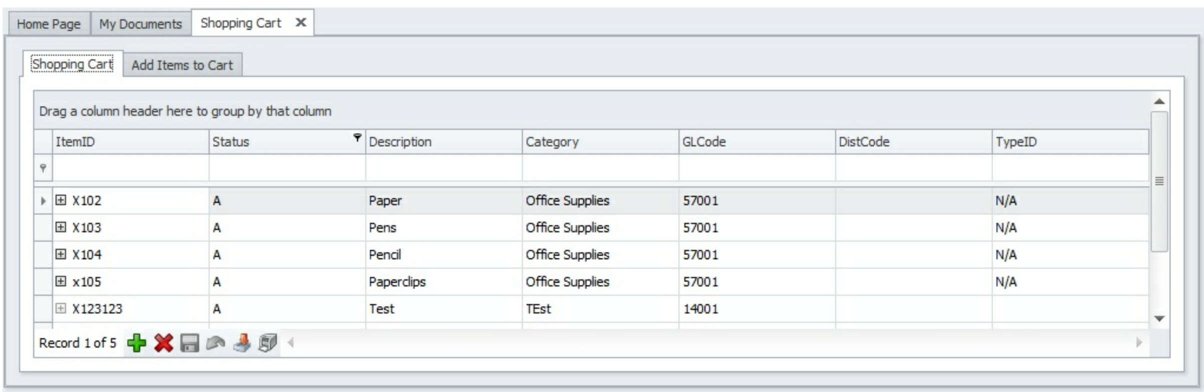
	Click on this button to **Exit** the **Display Account Balance** form.

Note: To group the data, drag a column header to the grey shaded area and the system will adjust the resulting table according to the selected column.

5.12 Shopping List

The *Requisition Module* **Shopping Cart** provides a method for users to add and maintain the items that are available for selecting on a purchase request. This allows users to add line items to their purchase requisition without having to enter the entire information manually.

The user can select the **Shopping Cart** tab from the *Requisition/Purchase Order Module* ribbon menu.The following window will open on the user's screen:



Field/ Button	Description
	Click on this button to **Add** a new item to the Global Item List. Click on the  button to add item details. Once the item is saved in the global list, then users can add it directly to their purchase request.
	Click on this button to **Delete** a selected item.
	Click on this button to **Save** the added item to the list.
	Click on this button to **Cancel** the previous edit performed to the item list.
	Click on this button to **Import** items from an Excel sheet(refer to **Shared Activities>Import from Excel** 216 for more details).
	Click on this button to **Print** a copy of the item list.

Part VI

6 Inventory Module

6.1 Introduction

The *Microix Inventory Module* is a feature-rich tool that allows you to efficiently and effectively manage your inventory. It works hand-in-hand with *Microix's Requisition/ Purchase Order Module* to leverage off of a proven workflow approval process.

Highlights:
- Easy to navigate and use.
- Simple and easy to learn.
- Real-time item availability for ordering.
- Multi-warehouse item storage management.
- One-touch reporting for demand, stock levels and valuation.
- Barcode support.
- Adjustments.
- Physical count sheets.

The *Inventory Module* caters to two types of individuals - those that will manage the inventory and those who will order the inventory items for use. Each of the inventory ribbon menu options are detailed below. Follow this link: I[113]**nventory Module>Create New Inventory Documents**[113] for details about the *Requisition/Purchase Order Module* functions that are used by inventory.

Menu Item	Description
My Inventory Adjustments[98]	Lists all inventory adjustments documents you have created in Microix. Allows you to add new adjustments, including beginning balances, edit your existing entries and submit the adjustments for approval within the workflow process.
Inventory Shopping Items[102]	Quick order entry feature for creating a request for items from inventory.
Inventory Items[102]	Enter and maintain the inventory items
Inventory Stock Level[107]	Shows the stock level status of each item in inventory, highlighting those that require attention when validated against pre-determined rules
Produce_Assemblies[108]	Production screen allowing creation of assemblies based on location

Menu Item	Description
Inventory Picking 109	Warehouse function to pick items from inventory
Inventory Receiving 109	Warehouse function to receive items into inventory
Item Labels 110	Prints labels for stocking inventory items
Physical Count 111	Create physical count sheets and enter updated inventory counts
Approve Adjustments 112	Approve adjustments that are submitted to you for approval
Setup 96	Setup the system-wide costing and general ledger account information for inventory

6.2 Inventory Module Checklist

Check list items for implementing the *Inventory Module*

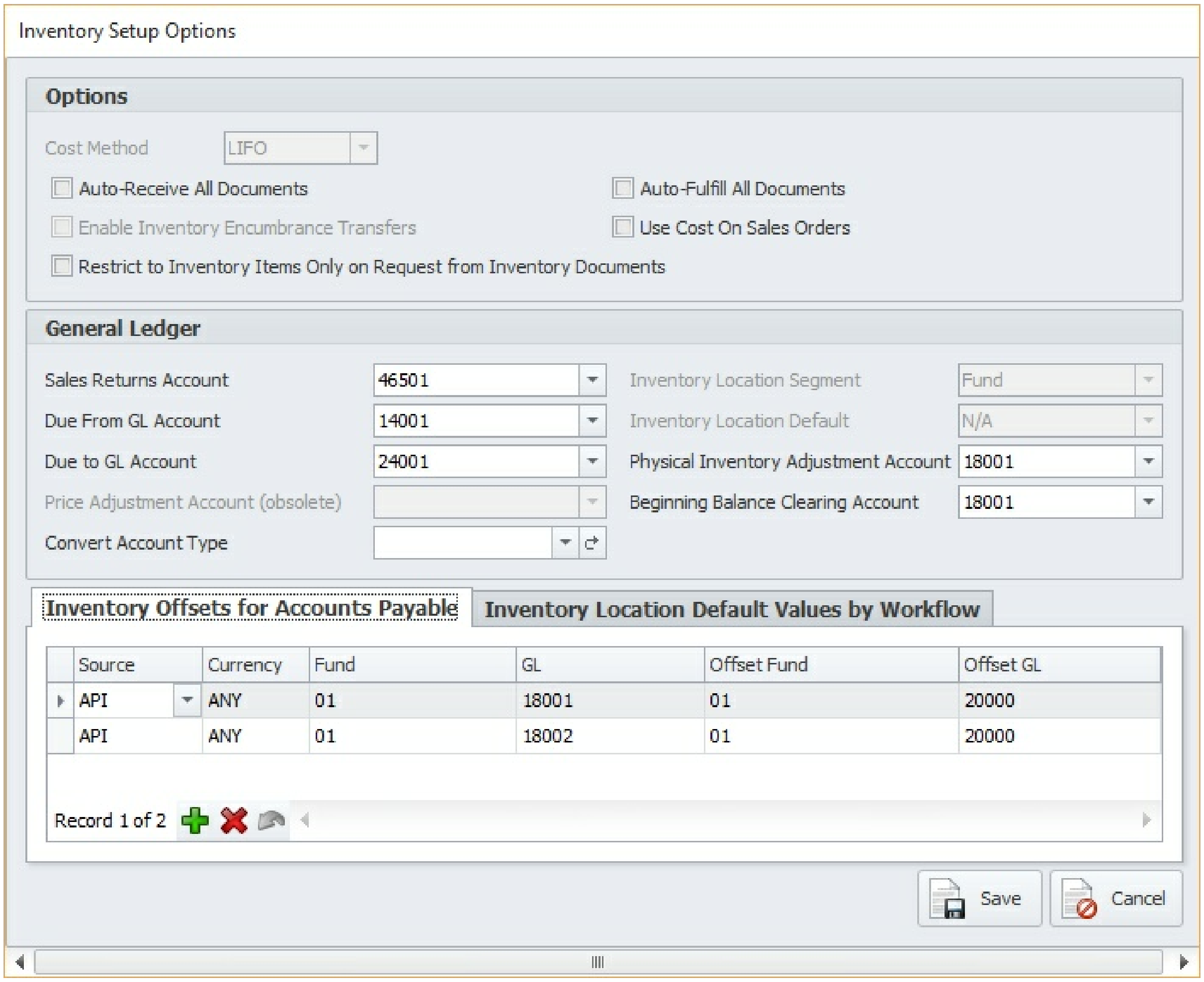
- ✓ Setup 96 cost method and general ledger accounts to be used.
- ✓ Enter or import Inventory Items 102.
- ✓ Import Inventory Item Images 106 (optional).
- ✓ Enter or import item beginning balances 98.

Check list items for ongoing maintenance

- ✓ Enter or import inventory adjustments 98.
- ✓ Periodically perform physical count 111.

6.3 Setup

The first step that must be completed before using the *Inventory Module* is the **Setup** section. The cost method, default general ledger accounts for specific inventory type transactions, inventory segment and offset entries in MIP are entered using the **Setup** screen. This activity generally needs to be done only one time.



Fields/ Buttons	Description
Cost Method	FIFO, LIFO, STD or AVG. Because of the importance of this field to the application, it is set one-time and then locked.
Auto-Receive All Documents	If your organization does not require the warehouse action of receiving inventory, this option should be selected. The application will automatically receive inventory into stock when documents are transferred to Abila MIP.
Auto-Fulfill All Documents	If your organization does not require the warehouse action of fulfilling/picking inventory, this option should be selected. The application will automatically decrease the inventory in stock when documents are transferred to Abila MIP. If Lot, Serial Number or Expire Date are set up as required entry fields for an item, the **Auto-Fulfill** option will override that requirement.
Sales	General ledger account for **Sales Returns**.

Fields/ Buttons	Description
Returns Account	
Due From GL Account	Not currently being used by the application.
Due To GL Account	Not currently being used by the application.
Inventory Location Segment	The general ledger segment that will designate the inventory location. Because of the importance of this field to the application, it is set one time and then locked.
Physical Inventory Adjustment Account	General ledger account for adjustments.
Beginning Balance Clearing Account	General ledger account for beginning balances.
Convert Account Type	This option converts inventory accounts to Other Assets and Other Assets to inventory type accounts. Use with caution, or as directed.

Inventory Offsets for Accounts Payable

Use this grid to set up the inventory offset accounts in the Abila MIP Fund Accounting database. This must be set up before transferring any inventory transactions to Abila MIP.

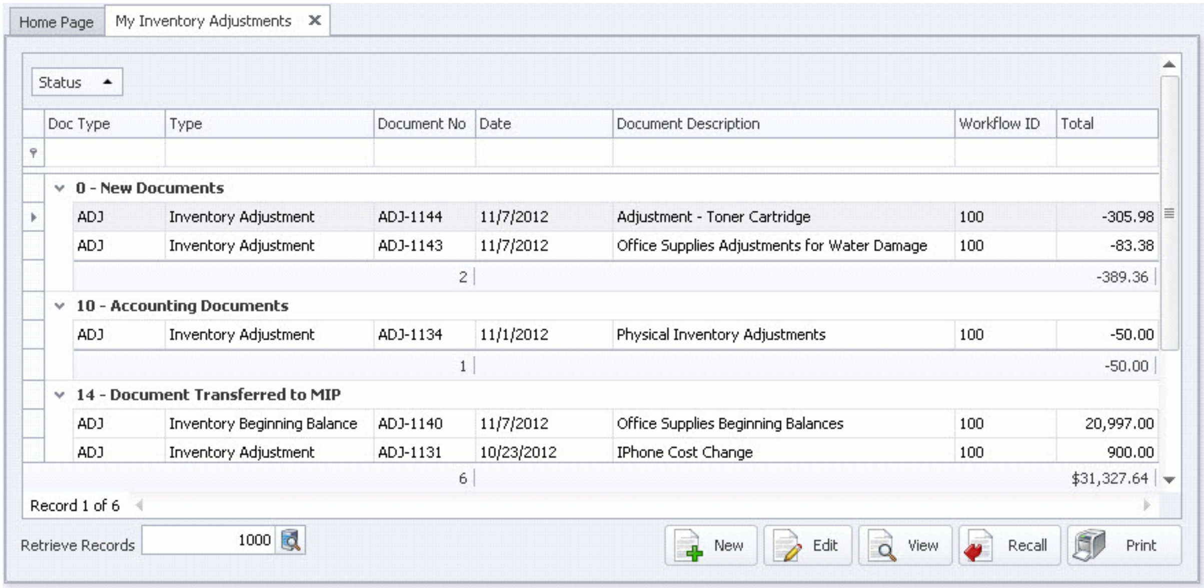
Inventory Locations Default Values by Workflow

Use this grid to set up the inventory locations default values. Specify the default location and the master warehouse for each workflow.

6.4 My Inventory Adjustments

Inventory adjustments are made to adjust quantity or to adjust inventory cost. There are two types of inventory adjustments – standard inventory adjustments and beginning balances. An item must have a beginning balance before it can be requisitioned. The quantity on hand for the beginning balance is updated when the inventory adjustment is approved and transferred to Abila MIP.

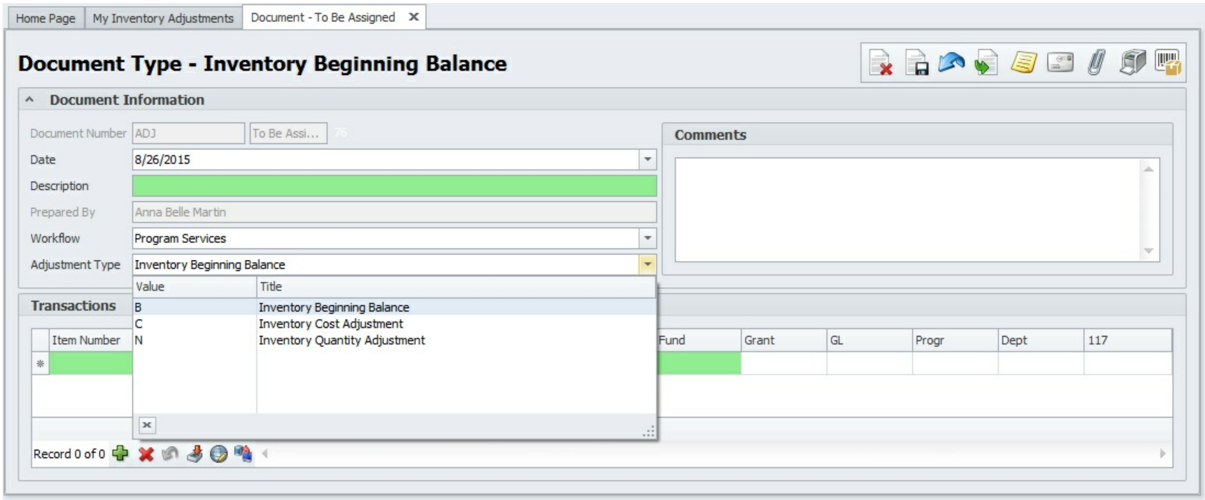
My **Inventory Adjustments** displays a list of all inventory adjustment documents created by the login user.



Buttons	Description
	Create New Inventory Adjustment 99.
	Edit an existing adjustment. The **Edit** function is not available after the document is submitted for approval.
	View the document in read-only mode.
	If you have submitted your document for approval and need to make any modifications, you can try to **Recall** the document to your queue. However, if it was approved, the system will not allow you to **Recall** it.
	Print a copy of the **My Inventory Adjustments** list.

6.4.1 Create New Inventory Adjustment

To create a new inventory adjustment click on the **New** button located at the bottom of the **My Inventory Adjustments** screen.



Document Information

Fields/ Buttons	Description
Document Number	The system will automatically assign a number to each new inventory adjustment document.
Date	The current **Date** will be defaulted in this field but can be overridden.
Description	Enter a general **Description** of the adjustment.
Prepared By	Your login will appear in this field in read-only mode.
Workflow	The system will automatically default your **Workflow** ID in this field. If you belong to multiple **Workflows**, click on the **Down** arrow to select a different **Workflow**.
Adjustment Type	Inventory Beginning Balance or Inventory Adjustment.
Comments	Enter any **Comments** that will provide additional information or special instructions.
	Delete the current adjustment document.
	Save changes to the adjustment document.
	Undo the last changes.
	Submit the adjustment document for approval.
	View the **Audit Trail**. This window will display the progress of the document in the approval cycle (refer to **Shared Activities>Audit Trail** 213 for more details).
	Use this button to send **Email** correspondence (refer to **Shared Activities>Email** 210 for detailed instructions on how to send **Email** messages).

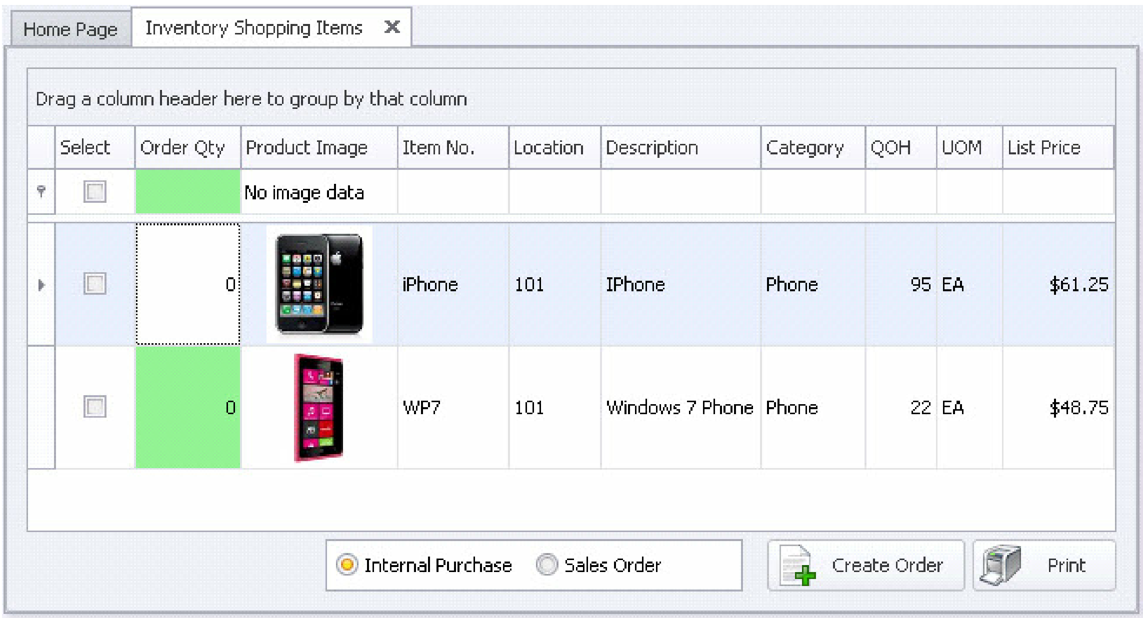
Fields/ Buttons	Description
	Use this button to **Attach** any electronic files to your adjustment document (refer to **Shared Activities>Attachments** 211 for detailed instructions on how to include attachments).
	**Print** a copy of the adjustment document

Transactions

Field/ Button	Description
Item Number	Use the pick list to select the inventory item to be adjusted.
Description	This field will fill with the **Description** of the item selected.
Type	"In" or "Out" to indicate whether the adjustment is adding to or deleting from inventory. Beginning balance adjustments can only be "In".
Quantity	Number of units of the adjustment.
Unit Cost	**Unit Cost** of the adjustment.
Amount	The system will automatically calculate the quantity ordered with the unit cost.
General Ledger Segments	Segments will default based on the definitions entered in the inventory setup and items master but can be changed.
	Open a new row to add an adjustment.
	**Delete** the selected line.
	**Cancel** the edit performed on the selected field.
	**Import** a spreadsheet to create the adjustment transactions (refer to **Shared Activities>Import from Excel** 216 for more details).

6.5 Inventory Shopping Items

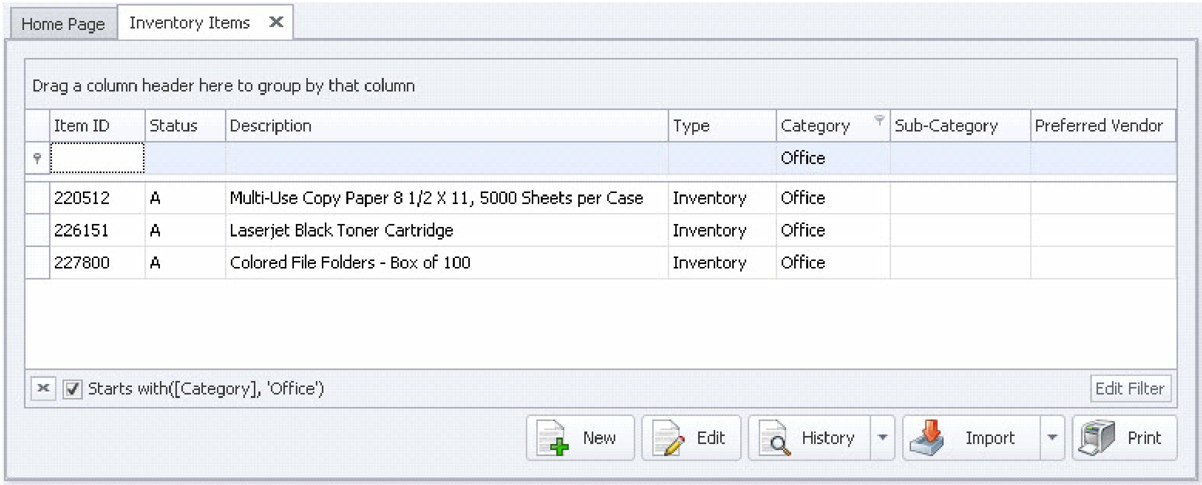
This function gives requesters a way to view a list of the inventory items, with their current quantity on hand, and quickly create either an Internal Purchase or Sales Order type requisition. The list of items available to the user is filtered based on the security set up in the workflows in which the user is a requester.



Click on the **Select** check box to choose which items to order, enter the **Order Qty** for each, then select either **Internal Purchase** or **Sales Order** and then click **Create Order** to generate the order document.

6.6 Inventory Items

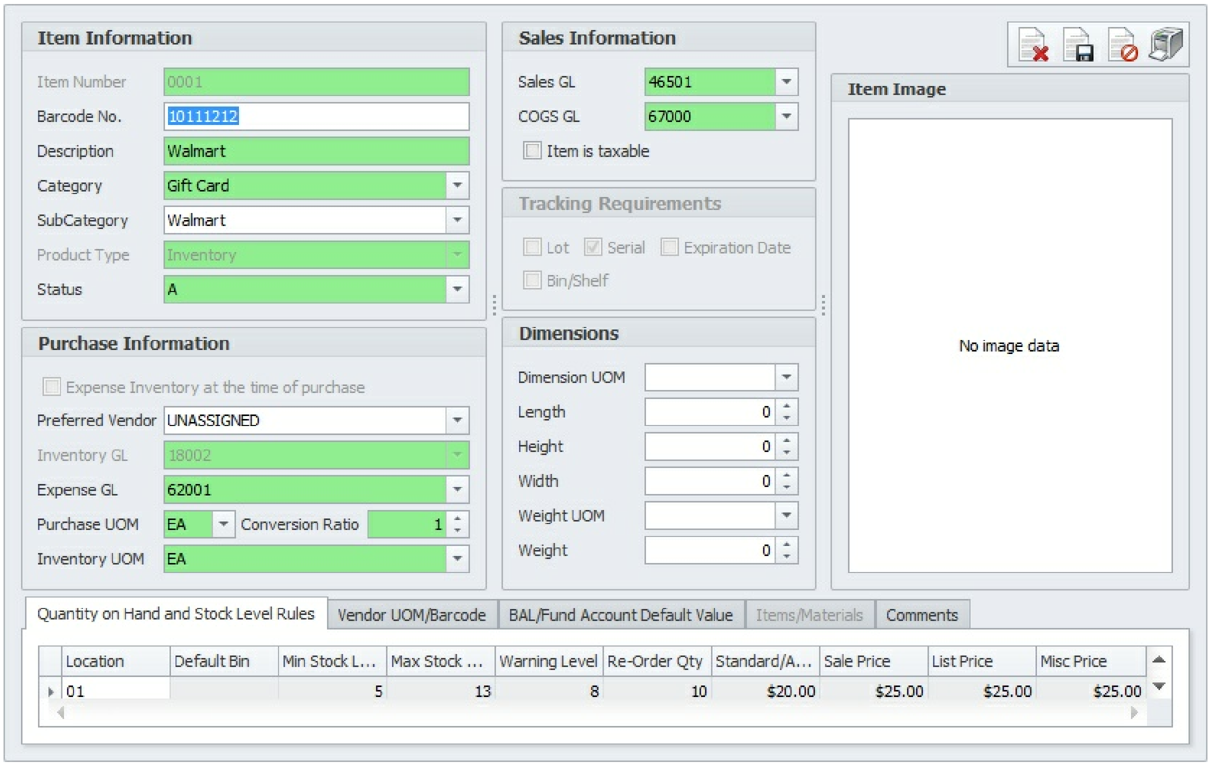
Inventory Items must be entered or imported into the items master table before they will be available for processing. Clicking on the **Inventory Items** ribbon menu button will display a list of all the inventory items in the system.



Buttons	Description
	Create New Inventory Item 103.
	**Edit** an existing inventory item.
	Detailed report screen of item movement in and out of stock.
	There are two types of inventory imports available from the **Import** button pull-down menu: 1.) Import Items from Spreadsheet - Import a spreadsheet to create the new inventory items (refer to **Shared Activities>Import from Excel** 216 for more details). 2.) Import Item Images - Import images stored on disk (refer to **Inventory Module>Inventory Items>Import Item Images** 106 for more details).
	**Print** a copy of the **Inventory Items** list.

6.6.1 Create New Inventory Item

To create a new inventory item click on the **New**  button located at the bottom of the **Inventory Items** list screen.



There is the capability to capture extensive information about each item, although not all fields may be relevant or necessary to your organization. The fields that are highlighted with green are required.

Item Information

Fields/ Buttons	Description
Item Number	Unique identifier for the inventory item .
Description	**Description** that will appear with the item number to identify the item.
Category	User-defined global lookup to help organize the items.
Product Type	Always set to "Inventory".
Barcode No.	Unique number to be used with barcode readers.
Sub-Category	Additional user-defined global lookup to be used along with **Category**.
Status	"A" (Active) or "I" (Inactive). Only Active items will be available for ordering.

Purchase Information

Fields/ Buttons	Description
Preferred Vendor	Used by the Inventory Stock Level form for re-ordering.
Inventory GL	Inventory general ledger account for the item.
Expense GL	General ledger account to use for expensing the item.
Purchasing UOM	Unit of measure used during purchasing of the inventory item.
Conversion Ratio	Ratio between the purchasing and inventory UOM.
Inventory UOM	Unit of measure inventory items are stored and sold in.

Sales Information

Fields/ Buttons	Description
Sales GL	General ledger account to use for the selling of the item.
Tracking Requirements	Indicate whether the item will be tracked by Lot Number, Serial Number and/or Expiration Date. If any of these requirements are set, this information must be entered by the warehouse during inventory picking.

Dimensions

The dimension fields: Length, Width, Height, etc. are used for informational purposes only and are not required.

Additional Information

Microix provides user-defined fields to allow for additional categorizing of the inventory items to specific organization requirements.

Field/ Button	Description
Comments	Free-form text to add any information concerning the item.
Item Image	An image of the item can be uploaded into the database and is displayed on the Inventory Shopping Items form to help users identify items when creating inventory requests. To upload the image use the pop-up menu shown when you right-click in the picture box.

Fields/ Button	Description
	**Delete** the inventory item.
	**Save** changes to the inventory item.
	**Undo/Cancel** the last changes.
	**Print** a copy of the inventory item information.

Quantity On Hand and Stock Level Rules

Once the beginning balance inventory adjustments are entered or imported, this grid will show a line for each location where the item is stored. The stock level rules and pricing fields can then be updated.

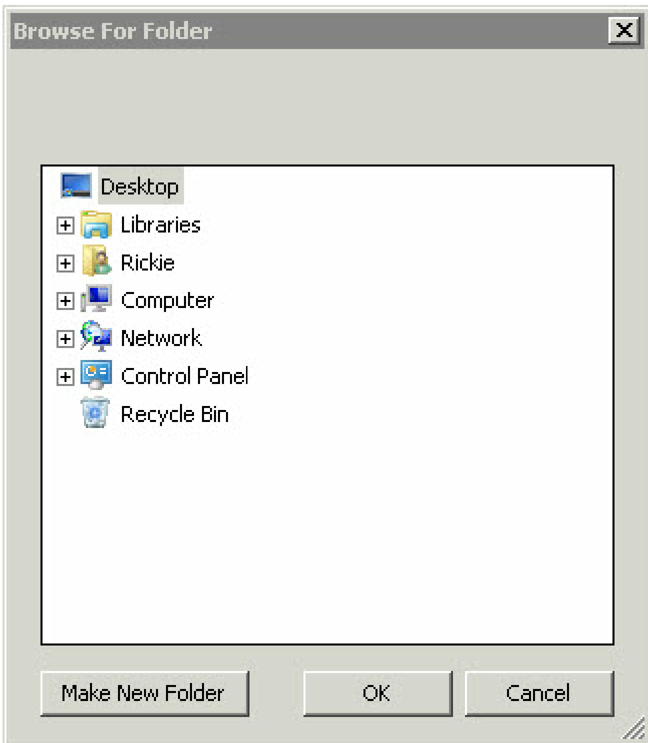
Fields/ Buttons	Description
Location	**Location** of the warehouse where the item is stored. This is a read-only field.
Bin	**Bin** where the item is kept in the location. Not currently being used.
Min Stock Level, Max Stock Level, Warning Level	These fields are used by the **Inventory Stock Level** screen to identify items that need re-order attention.
Re-Order Qty	Default **Re-Order Quantity** shown on the **Inventory Stock Level** screen.
Standard Cost	Used for the standard costing method. Determined by inventory adjustments.
Sales Price & List Price	Used for Sales Orders and Sales Order Returns,
Misc Price	User-defined price. Not currently being used.

6.6.2 Import Item Images

The *Inventory Module* allows images of the inventory items to be stored in the database. These item images are displayed on the **Inventory Items** maintenance form and as well on the **Inventory Shopping Items** list. Images can be imported one-by-one by opening the **Inventory Items** maintenance form and loading the image into the picture box or multiple images can be imported at one time using the **Import Item Images** feature. You would use this feature after you have entered or imported your inventory items. The items must exist in the database before the images can be imported.

To prepare to import the images en-masse, you should copy all the images you want to import into a single directory. Therefore, that function will know which inventory item to link their respective image to. You must name the image with the item's ID. Once you have the images named properly, stored in a single directory, you are ready to to import.

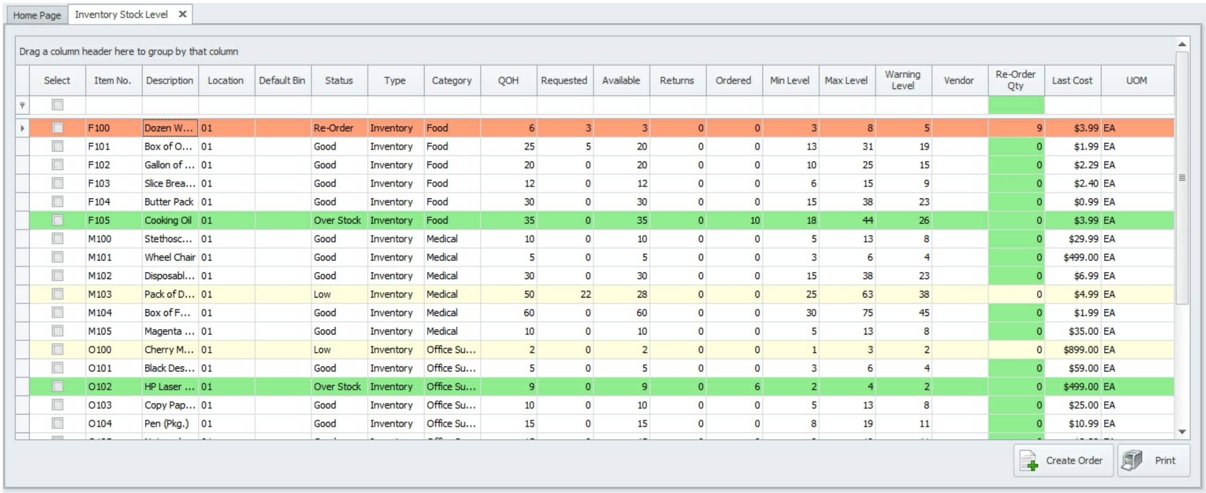
Click on the **Import Item Images** pull-down menu selection of the **Import** button. The **Browse For Folder** dialog box will be displayed.



Browse to the directory where the images are housed and click the **OK** button. The process will load each image into the database, linking it to its respective item. If an item is not found in the database, then the process will notify the user and give them the option to continue or not. The user will also be notified when the process has completed and all the images loaded.

6.7 Inventory Stock Level

This feature is designed for the Purchasing Manager to have an easy method for assessing the current status of each inventory item in stock and creating an inventory purchase order to reorder those items that require it. The list of items available to the user is filtered based on the security set up in the workflows in which the user is a requester.

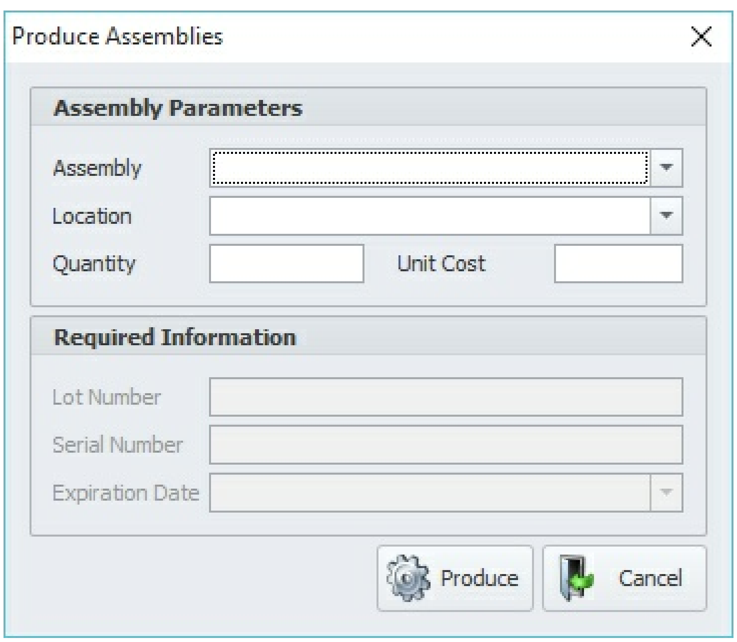


Select	Item No.	Description	Location	Default Bin	Status	Type	Category	QOH	Requested	Available	Returns	Ordered	Min Level	Max Level	Warning Level	Vendor	Re-Order Qty	Last Cost	UOM
	F100	Dozen W…	01		Re-Order	Inventory	Food	6	3	3	0	0	3	8	5		9	$3.99	EA
	F101	Box of O…	01		Good	Inventory	Food	25	5	20	0	0	13	31	19		0	$1.99	EA
	F102	Gallon of …	01		Good	Inventory	Food	20	0	20	0	0	10	25	15		0	$2.29	EA
	F103	Slice Brea…	01		Good	Inventory	Food	12	0	12	0	0	6	15	9		0	$2.40	EA
	F104	Butter Pack	01		Good	Inventory	Food	30	0	30	0	0	15	38	23		0	$0.99	EA
	F105	Cooking Oil	01		Over Stock	Inventory	Food	35	0	35	0	10	18	44	26		0	$3.99	EA
	M100	Stethosc…	01		Good	Inventory	Medical	10	0	10	0	0	5	13	8		0	$29.99	EA
	M101	Wheel Chair	01		Good	Inventory	Medical	5	0	5	0	0	3	6	4		0	$499.00	EA
	M102	Disposabl…	01		Good	Inventory	Medical	30	0	30	0	0	15	38	23		0	$6.99	EA
	M103	Pack of D…	01		Low	Inventory	Medical	50	22	28	0	0	25	63	38		0	$4.99	EA
	M104	Box of F…	01		Good	Inventory	Medical	60	0	60	0	0	30	75	45		0	$1.99	EA
	M105	Magenta …	01		Good	Inventory	Medical	10	0	10	0	0	5	13	8		0	$35.00	EA
	O100	Cherry M…	01		Low	Inventory	Office Su…	2	0	2	0	0	1	3	2		0	$899.00	EA
	O101	Black Des…	01		Good	Inventory	Office Su…	5	0	5	0	0	3	6	4		0	$59.00	EA
	O102	HP Laser …	01		Over Stock	Inventory	Office Su…	9	0	9	0	6	2	4	2		0	$499.00	EA
	O103	Copy Pap…	01		Good	Inventory	Office Su…	10	0	10	0	0	5	13	8		0	$25.00	EA
	O104	Pen (Pkg.)	01		Good	Inventory	Office Su…	15	0	15	0	0	8	19	11		0	$10.99	EA

When the screen is loaded, the **Status** column is initialized by comparing the quantity on-hand against the various stock level settings. The **Status** will be set to one of: **Re-Order**, **Low**, **Good** or **Over Stock**. The items with the status other than **Good** are color-coded as well to highlight those lines as possibility needing attention. The stock levels rules, along with the reorder quantity are set on the **Inventory Items** setup screen.

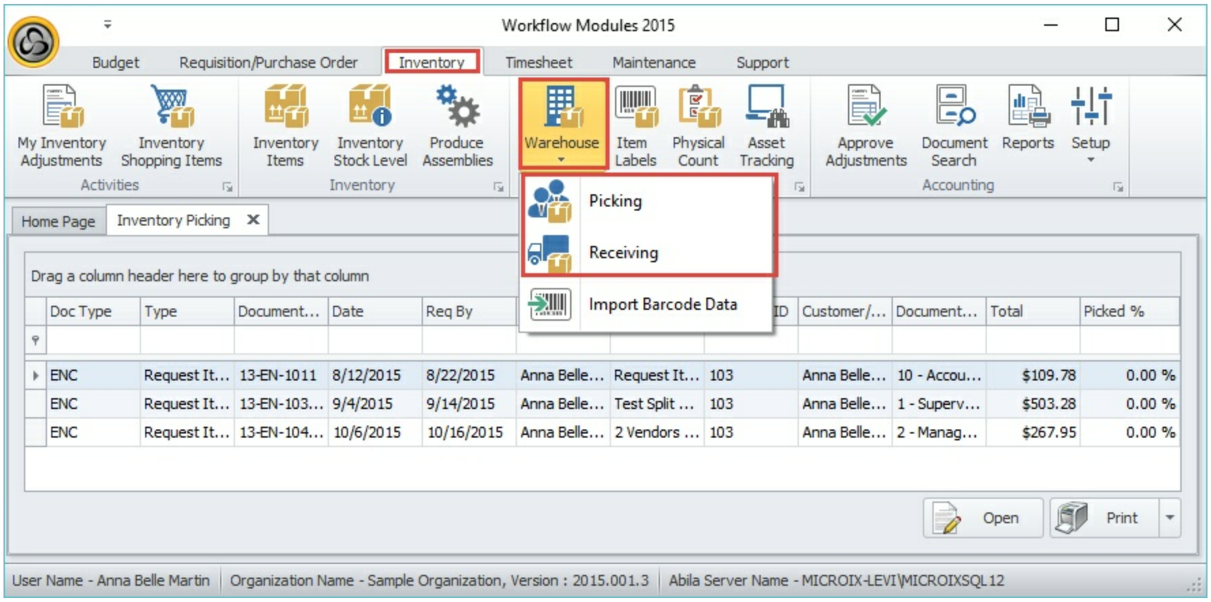
To place an inventory purchase order, the Purchasing Manager clicks on the **Select** check box next to the items they want to order and enters the **Re-Order Qty** for each. After all the items are selected, clicking the **Create Order** button will generate the inventory purchase order document.

6.8 Produce Assemblies

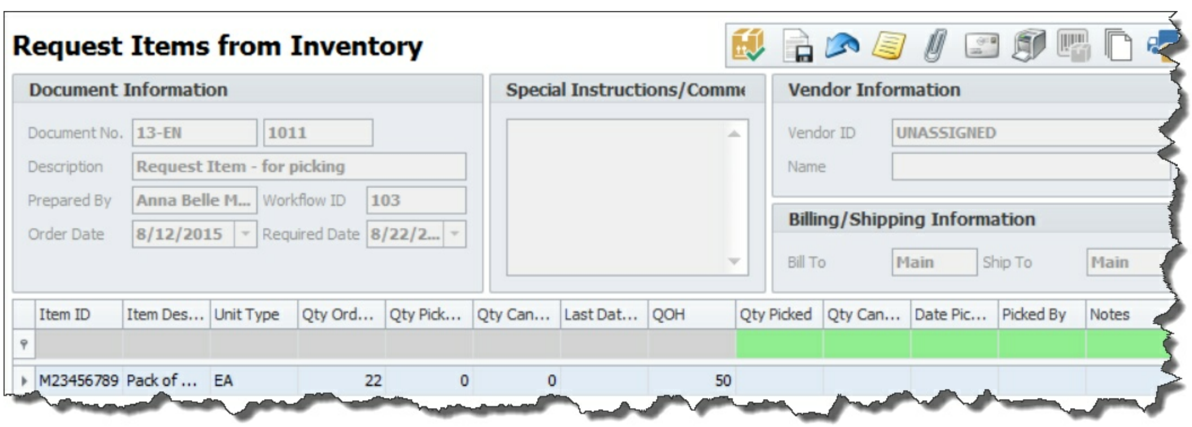


6.9 Inventory Picking and Receiving

Inventory Picking and Inventory Receiving are warehouse processes that work almost exactly the same. Each respective ribbon menu selection will show a list of documents that are ready for processing. If Inventory Picking is clicked, the documents ready for picking are shown. If Inventory Receiving is clicked, the documents ready for receiving are shown. Picking and receiving can both be completed with a hand scanner and the Import Barcode Data option which is covered at the end of this section. First, let's cover the manual process:



Click the **Open** button to load the document to be processed.



Nothing in the document can be changed except for the picking/receiving information: QtyPicked, Qty Cancelled, Date Picked, Picked By, and Notes. The system will automatically set the **Date** to the current date and **By** field to the current user.

Not all the items on the order have to be picked/received at one time but they must all be before the document can be approved and transferred to MIP (the one exception to this requirement is inventory vendor purchase orders that are transferred to MIP as encumbrances). Once an item is picked/received and the screen exited, that line cannot be changed when returning to the screen to complete the process. The picking/receiving action updates the quantity on hand of that item in stock. Once an item is picked, the quantity picked no longer exists in stock. When an item is received, the quantity received is then available for use.

6.10 Item Labels

The *Inventory Module* will allow you to print barcode labels for your inventory items. Input desired number to print, select the range of items to print, click the checkbox to apply, then choose the **Print** button to view/print the result.

Note: The default item labels print for Avery 8160 - Easy Peel Address Labels, compatible with template 5160.

Note: The default three-column layout allows for inventory ID's up to 7 characters. For inventory ID's up to 13 characters, utilize this other article to create a custom two-column layout. For ID's over 13 characters, you would create a custom one-column layout.

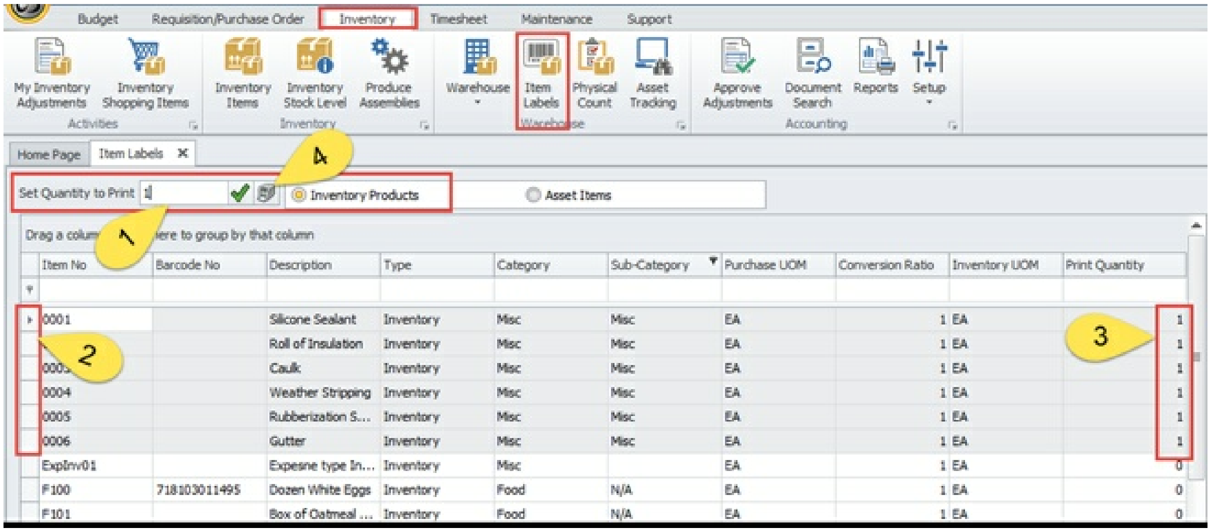
Note: When designing Item ID's, avoid using special characters. Stick to alpha-numeric only.
Navigate to **Inventory > Item Labels.**

1. Input the quantity of labels per item you would like to print.

2. Select the range of items for which you would like to print labels.

3. Choose the green checkbox located near the **Quantity** to print input box. After choosing the green checkbox, you will see the “Print Quantity” update with the quantity chosen.

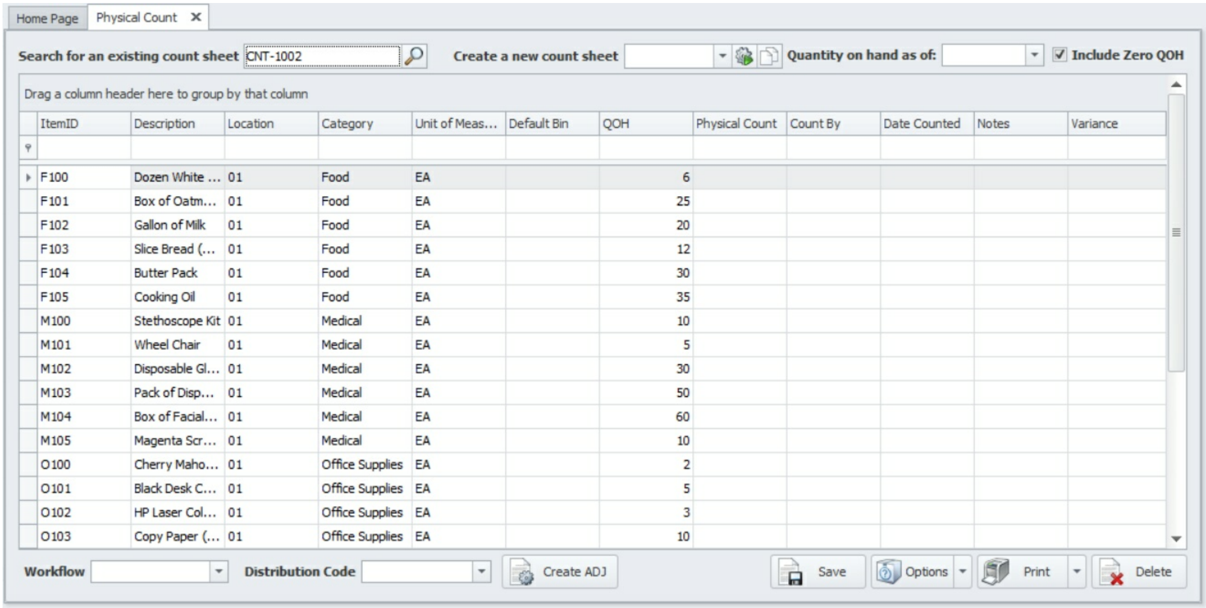
4. Choose the **Print** icon to view/print the resulting set of item labels.



Result:

6.11 Physical Count

The **Physical Count** function of the *Inventory Module* provides a method for creating count sheets to be used to do the manual count of the actual inventory in stock.



A count sheet is created by first selecting the location and then clicking on the  icon. The process generates a count sheet for all active items in stock for the location selected, along with the current quantity on hand for each. The count sheet is then printed using the **Print** button at the bottom of the screen and distributed to the warehouse personnel that are tasked with doing the count. The count sheet includes a barcode which can be used with a barcode reader to facilitate the process.

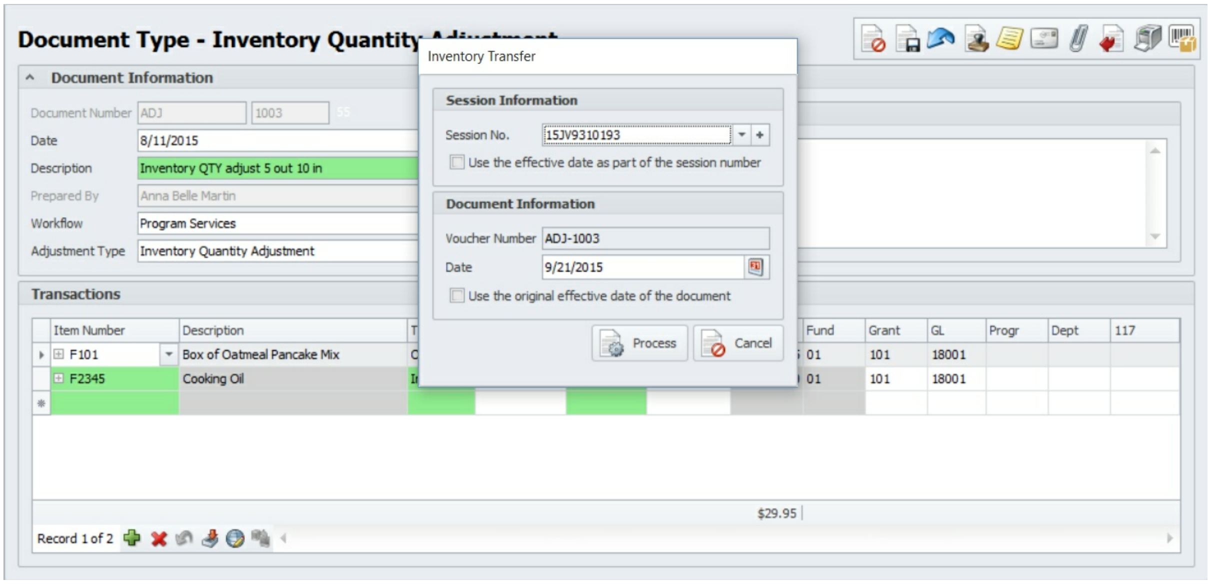
After the physical count is completed, the results are entered onto the screen or imported from the barcode reader. The information captured is the physical count quantity, the person who completed the count, the date the count was completed (defaults to the current date), and any relevant Notes. The variance between the quantity on hand and the physical count is calculated by the application and shown on the screen.

After all the items are entered, an inventory adjustment can be created automatically using the **Create ADJ** button. The create adjustment process will create one inventory adjustment document for all the items that have a variance. The document can then be routed through the approval process and the inventory in stock will be adjusted accordingly.

The count sheets are saved in the database and can be audited at any time.

6.12 Approve Adjustments

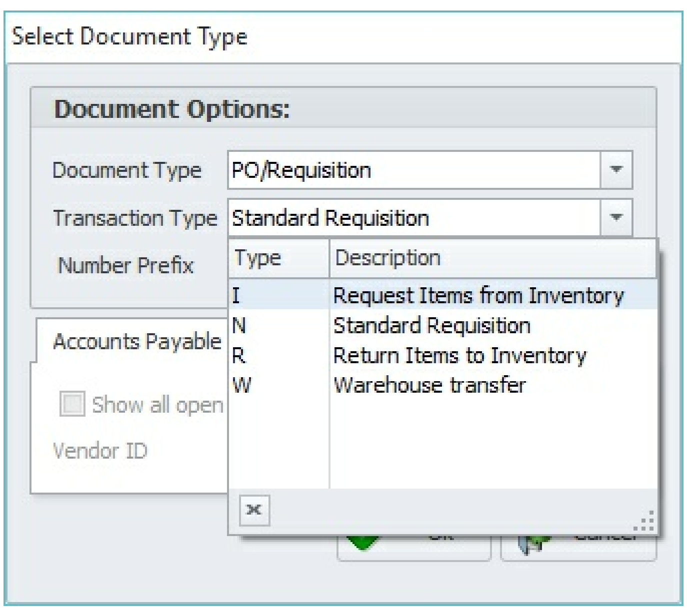
Approve Adjustments works exactly the same as **the [Requisition Module Approve Documents](86)**. The inventory adjustments that are available for transfer to MIP are listed. After Accounting reviews and validates a document they will click the  icon to approve it and load the transfer screen. Clicking the **Process** button will then transfer the adjustment document transactions to MIP.



The quantity on hand of each inventory item on an adjustment document is not updated until the adjustment is transferred to MIP.

6.13 Create New Inventory Document

Instead of building new tools for entering and managing inventory documents, the *Workflow Modules* application utilizes the established *Requisition/Purchase Order Module* for these tasks. The *Requisition/Purchase Order Module* forms have been updated to include inventory specific features and requirements. Please navigate to the **Requisition Module>My Documents** 71 and **Requisition Module>Approve Document** 86 tabs for all the details about how to enter and manage a document through the workflow process. When creating an inventory document, the **Document Type** will either be "PO/Requisition" or "Sales Order". The inventory specific transaction types are documented in the following sections.



Transaction Type	Description
Request Items from Inventory 114	Use this selection to order inventory items from stock for internal use.
Return Items to Inventory 115	This type of transaction is used when items order on a Request Items from Inventory document, are returned to be put back into stock.
Inventory Purchase Order 116	Order inventory items from a vendor to replenish stock.
Request Inventory Transfer 117	Used by multi-warehouse organizations to move stock from one location to another.
Sales Order 118	Use this type of requisition to sell inventory to customer.
Sales Order Return 119	This type of transaction is used when items order on a Sales Order document, are returned to be put back into stock.

6.13.1 Request Items from Inventory

A **Request Items from Inventory** requisition is an internal purchase request. In other words, a request from inventory from an individual within your organization. The **Request Items from Inventory** transactions detail grid is the same as the regular purchase order/ requisition except that columns that are not applicable to this type of transaction are not shown - to help the user with ease of data entry.

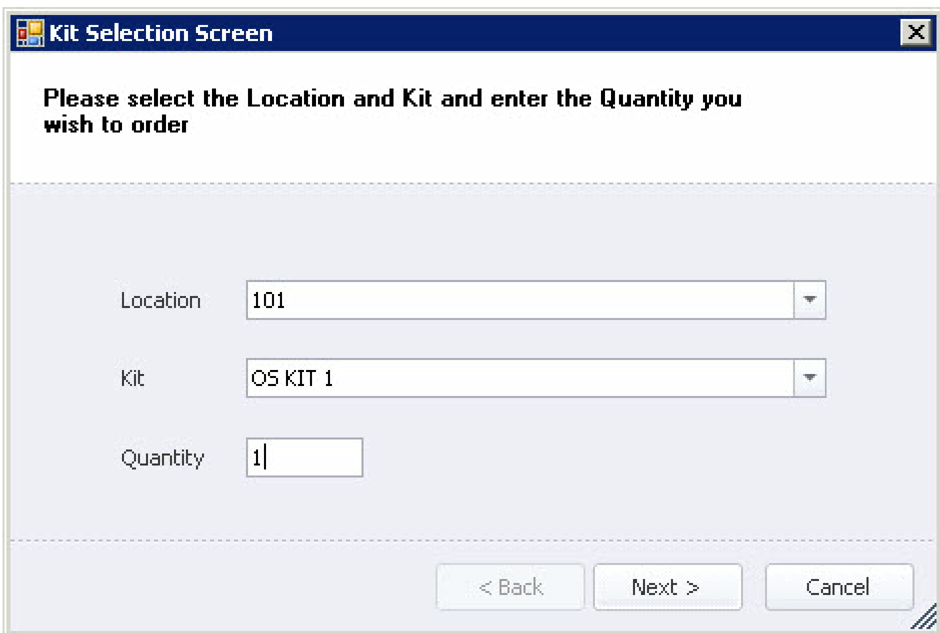
Fields/ Buttons	Description
Item No.	Enter the inventory item number or use the **Magnifying** button to choose from a list of items.
Qty	Item Quantity.
Units	Read-only field which defaults to the Inventory UOM from the **Inventory Items** master.
Date	The current **Date** will be defaulted in this field, which can be changed. This field is used in MIP as the effective date of the transaction line.
Descriptio	Defaults to the **Description** from the **Inventory Items** master but can be

Fields/ Buttons	Description
n	changed.
Type	Accept the default “N/A”. Other types are not applicable to this type of transaction.
General Ledger Segments	Segments will default based on the definitions entered in the inventory setup and items master. Segments that are read-only are highlighted in grey. The others can be changed.

One feature of this type of transaction is the capability to order kits. Follow this link: **Inventory Module>Create New Inventory Document>Ordering Kits** 115 for details.

6.13.2 Ordering Kits

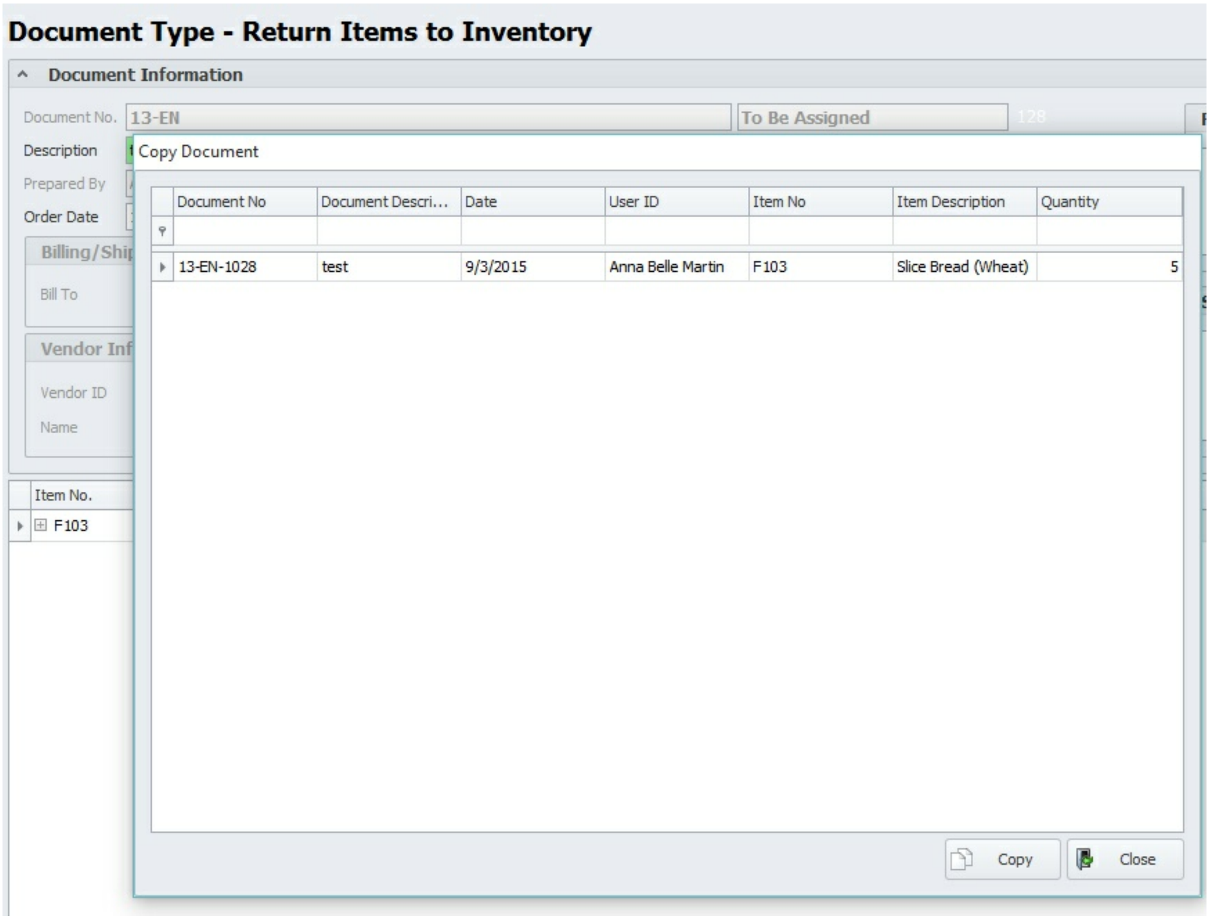
A useful feature of the inventory module is the ordering of kits. A kit is a grouping of inventory items into one logical ordering unit. See the Inventory Module>Build Kits section to understand how kits are created. To order a kit, click on the icon on the detail toolbar to display the Kit Selection Screen wizard.



Select the Location, Kit, enter the Quantity and then click the Next button. The application will validate the item quantities against what is in stock and will let you know if there is enough inventory to create the number of kits requested. If there is not enough stock, the wizard will give the option of changing the request or continuing by clicking Finish. The kit items will then be added to the order.

6.13.3 Return Items to Inventory

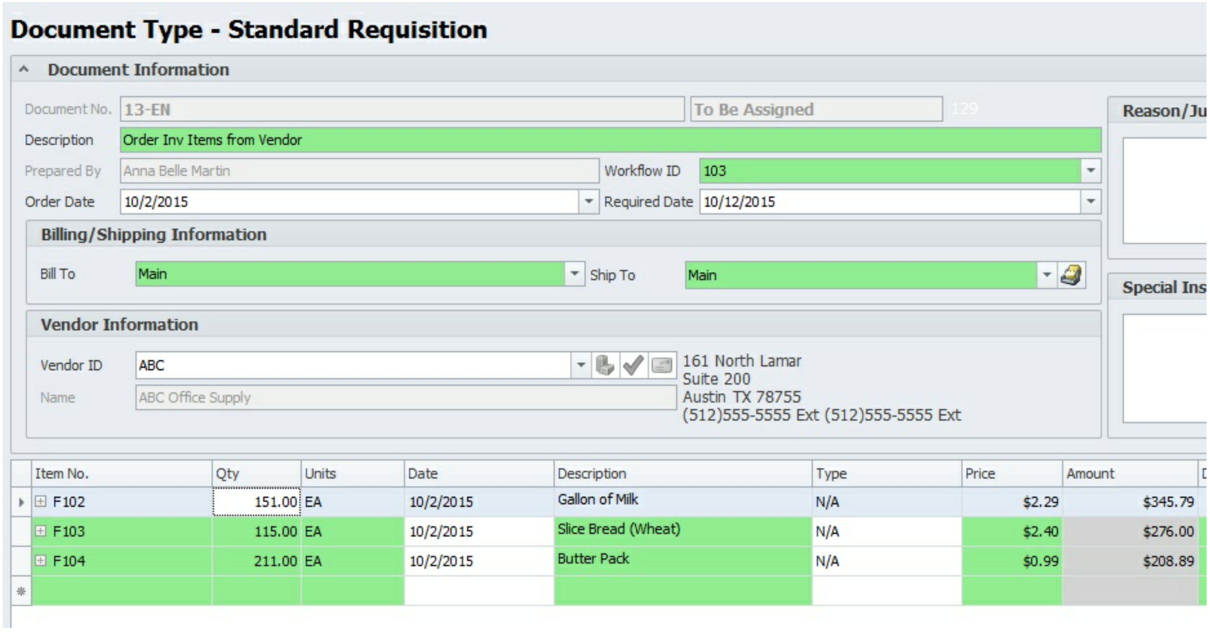
This type of inventory document transaction is used when items order on a **Request Items from Inventory** document, are returned to be put back into stock. Instead of entering these items, they are copied into the document using the  icon on the detail toolbar. When you click on this icon, a screen will be presented with a list of all Request Items from Inventory Type documents that have been transferred to MIP.



Select the document with the item(s) being returned and then click the **Copy** button, which will copy all of the items ordered into the return document. You can then delete the items not being returned and/or adjust the quantities to match those that are.

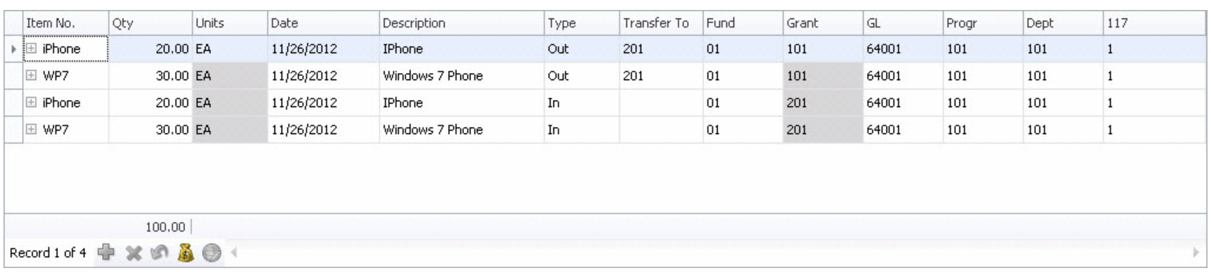
6.13.4 Inventory Purchase Order

This type of inventory transaction document will be used by the Purchasing Manager to create a vendor purchase order to replenish inventory stock. This process is exactly the same as that used to create a standard requisition, the only difference is that the items on this document are inventory items and the **Price** defaults to the price of the last inventory purchase order for each item, although it can be overridden by the requester.



6.13.5 Request Warehouse Transfer

This type of inventory requisition will only be used by organizations whereas the inventory is stored in more than one location, because its role is to move inventory from one location to another.

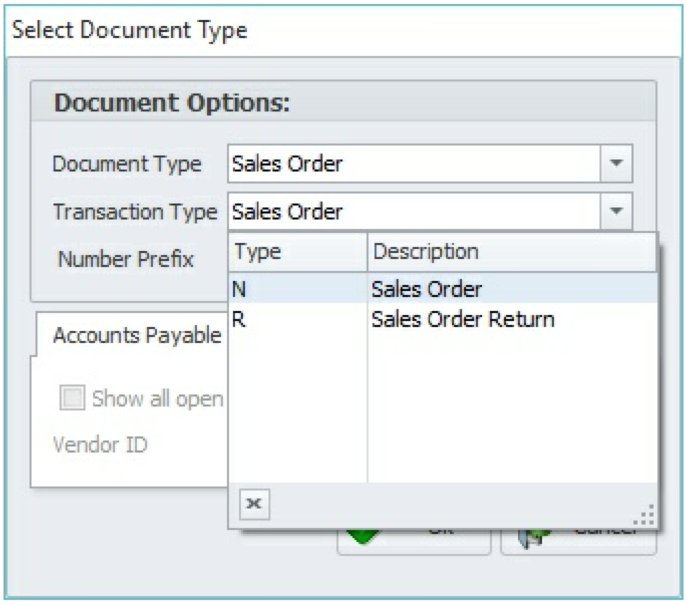


The inventory transfer process works as follows:

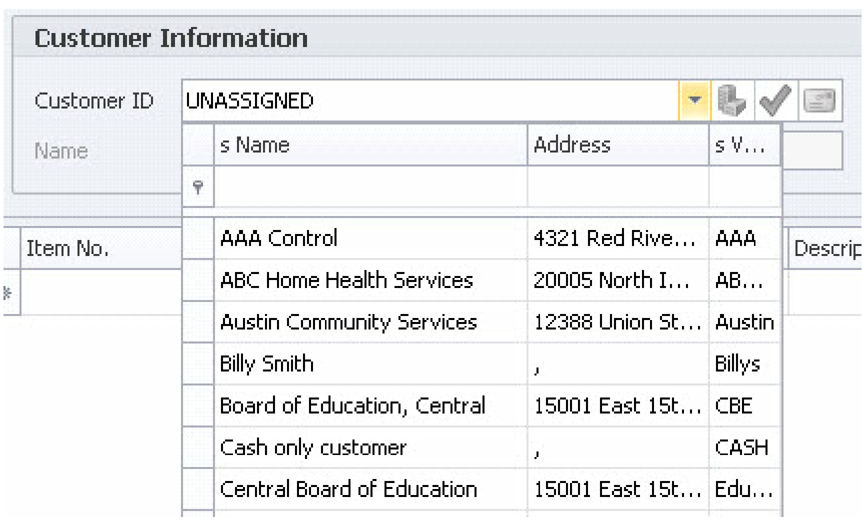
1. A requester enters an inventory transfer request by selecting items from one location and then entering the “Transfer To” location.
2. The document is submitted through the workflow process.
3. The warehouse picks the order. The order must be picked in its entirety before it can continue on.
4. Once the order is fully picked, the module will generate the “In” transactions to the new location automatically.
5. The warehouse receives the items into the new location.
6. Accounting approves the document and transfers it to MIP.

6.13.6 Sales Order

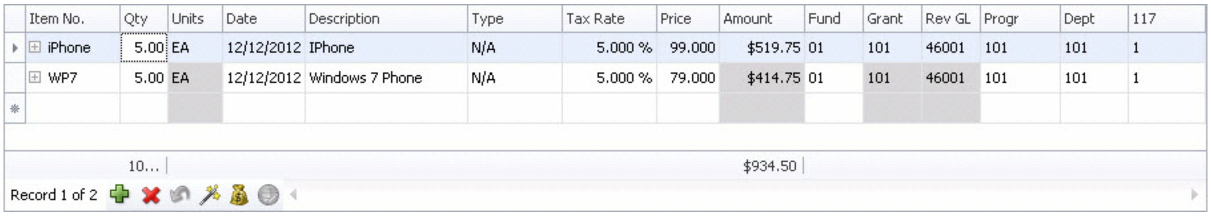
This type of inventory transaction document is used to create a customer sales order. The **Document Type** and **Transaction Type** will both be "Sales Order".



When the document entry form is shown, the process is the same as creating an inventory vendor purchase order. The exception is that instead of selecting a vendor, you will select a customer.



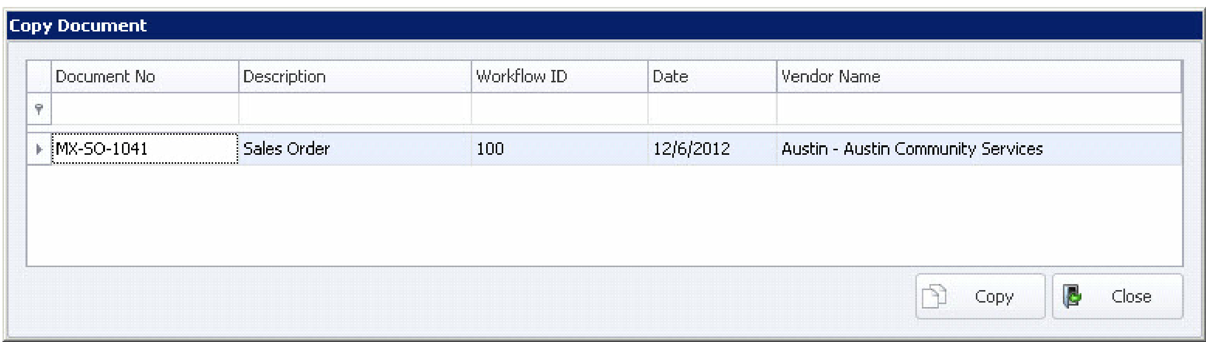
The detail transactions are the same as the inventory vendor purchase order as well, except an additional column for Tax Rate is shown if applicable to the workflow. Once submitted the sales order document follows the approval process set up in the workflow for sales orders.



	Item No.	Qty	Units	Date	Description	Type	Tax Rate	Price	Amount	Fund	Grant	Rev GL	Progr	Dept	117
▸	⊞ iPhone	5.00	EA	12/12/2012	IPhone	N/A	5.000 %	99.000	$519.75	01	101	46001	101	101	1
	⊞ WP7	5.00	EA	12/12/2012	Windows 7 Phone	N/A	5.000 %	79.000	$414.75	01	101	46001	101	101	1
*															
		10...							$934.50						

6.13.7 Sales Order Return

This type of inventory document transaction is used when items ordered on a Sales Order document, are returned by the customer to be put back into stock. Instead of entering these items, they are copied into the document using the icon on the detail toolbar. You will first select a customer. When you click on the icon, a screen will be presented with a list of all Sales Order type documents for the customer selected, that have been transferred to MIP.



	Document No	Description	Workflow ID	Date	Vendor Name
▸	MX-SO-1041	Sales Order	100	12/6/2012	Austin - Austin Community Services

Select the document with the item(s) being returned and then click the **Copy** button, which will copy all of the items ordered into the return document. You can then delete the items not being returned and/or adjust the quantities to match those that are.

Part VII

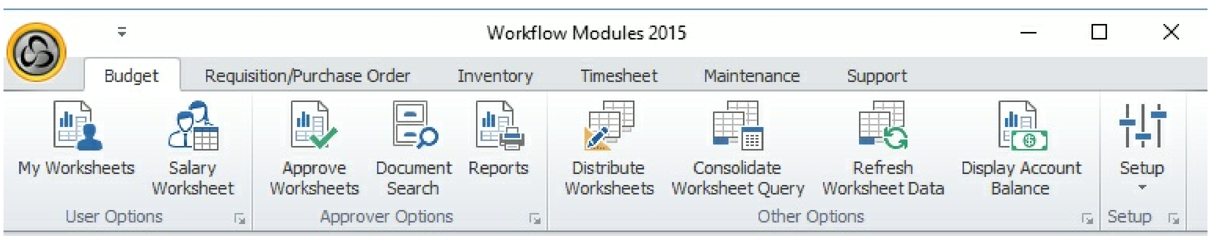
7 Budget Module

7.1 Introduction

Microix provides management with a convenient budget administration tool by allowing them to input all revenue, expense and salary related budget data directly into the system. As a result, the numerous spreadsheets commonly used for this function are eliminated.

Once a manager has completed the input and verification of their budget, a workflow process automatically forwards the budget worksheets to the next approver in line. Any approver can review or make modifications to the budget worksheet. They can approve or deny them on a one-by-one basis. After the approver has approved the budget worksheets, the workflow continues and the worksheets are passed to the next approval level. This process occurs throughout the organization to make the budget approval process both efficient and organized.

After all worksheets have been approved by the Budget Administrator, managers are restricted from altering the numbers. However, the system remains a valuable resource throughout the year as managers have on-line access to employee revenue, expense and salary information.



Highlights:
- Easy to navigate and use.
- Simple and easy learning curve .
- Multi-level approval process.
- Budget multi-year grants and programs.
- Consolidate worksheets for organization wide reporting.
- Send email notifications.
- Re-route worksheets until budget is satisfactory.

Menu Item	Description
My Worksheets	This section displays a list of all budget worksheets for the logged in user. It also allows you to perform the following task: **1.** Create a new budget worksheet **(in most cases this is not necessary because the worksheets are distributed by the Budget Administrator).** **2.** Edit existing budget worksheets that are not yet submitted for approval. **3.** Retrieve/find any budget worksheets that you have created in the system. **4.** Recall a budget worksheet that was submitted for approval but not

Menu Item	Description
	yet approved.
Salary Worksheets	The manager can budget each employee salary along with their allocations and benefits.
Distribute Worksheets	The Budget Administrator will use this menu item each year to distribute all the budget worksheets to each manager within the organization.
Approve Worksheets	This section is used to approve any budget worksheets that were submitted for approval.
Refresh Worksheet Data	This section is intended for Budget Administrators to perform the following task: 1. Refresh current year actual with a new cut-off date. 2. Refresh current year budget to include budget revisions that were done in Abila MIP FA. 3. Globally removed specific accounts from the budget worksheets. 4. Update estimated current year actual.
Consolidate Worksheet Query	Combine all Budget Worksheets into a single report.
Document List	Approvers can search/view budget worksheets that were created by their approving workflows.
Reports	View default budget reports.
Setup	Global *Budget Module* options: 1. Salary worksheet - benefit codes 2. Budget worksheet - monthly distribution codes

7.2 Budget Module Checklist

NOTE: Abila MIP FA Budget Module is not required unless you need to create additional budget versions other than original and revised.

Check list items for implementing the *Budget Module*

- ✓ Setup 143 users (manually enter each employee or import from Excel or Abila MIP FA Payroll Module).
- ✓ Create approval level 172 titles - activate all possible approval levels that will be used later when you are setting up the approval process.
- ✓ Create and setup organization workflows 169.
  - Workflow options 151
    - o Select the segments 151 that will be used during the budget creation process.
  - Requesters 153 - setup all users who will be entering budget data.
  - Approvers 155 - setup approval routing for the *Budget Module*.
  - Account Restrictions 161 - limit access to Abila MIP FA account codes by workflow.
  - Personnel 162 - assign employees to a specific workflow for managers to budget salaries and benefits.

✓ Define document numbering[174] schema - a number used to uniquely identify each budget worksheet.
✓ Assign user permissions[147] - for access to each ribbon menu item.
✓ Configure application options[169]:
- Enter the SMTP mail server information for email notifications.
- Enter organization current fiscal year end.
- Select the budget version to be used when retrieving current year budget data.
- Change the default password for the admin account (recommended before going live).

✓ Create Budget Worksheet Templates[134] and distribute them to the budget managers.

Check list items for ongoing maintenance

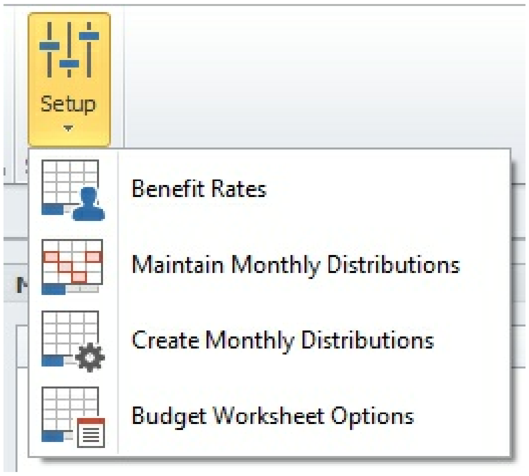
Adding new users
✓ Create[145] a new user account.
✓ Assigning users to a workflow[153].
✓ Assign user permissions[147].
✓ Assign the new employee to a budget worksheet template.

Terminating employees
✓ Remove user[153] from workflow.
✓ Inactivate user[143].

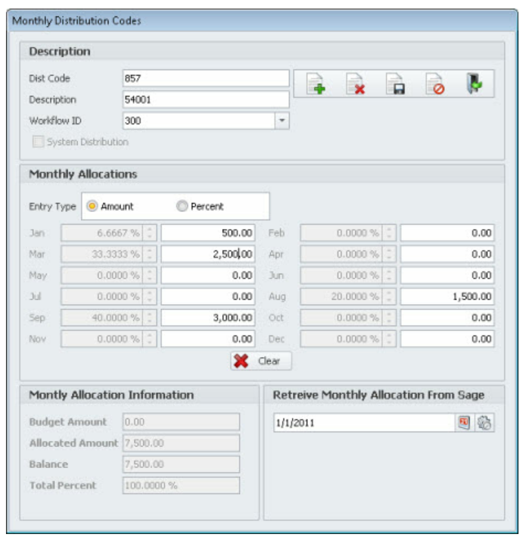
Annual maintenance
✓ Update benefit table[125] (only if Salary Worksheets are being used).
✓ Update personnel salary[131] and allocations (only if Salary Worksheets are being used).
✓ Modify each budget worksheet template[134] and provide the following values:
- Change historical period
- Change new budget period
- Modify cut-off-date
- Modify email message
- Modify worksheet assignments

7.3 Setup

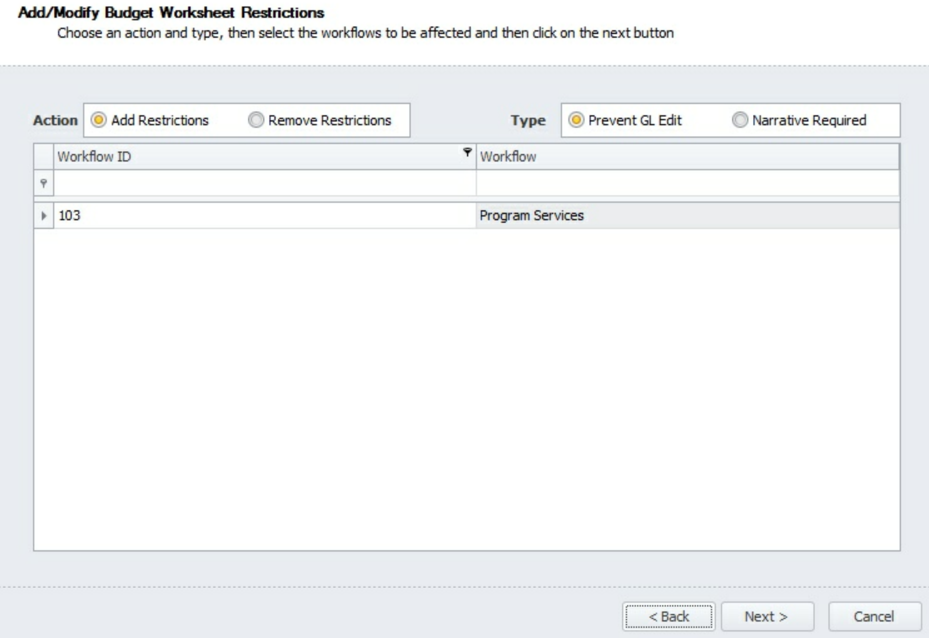
The purpose of this section is to setup default values and define other business rules for creating timesheets.



Functions	**Descriptions**
Benefit Rates	Create global benefit codes and other employee expenses that will be available when managers are working with the Salary Worksheets.
Maintain Monthly Distributions	Budget Administrators can use this form to perform the following task: 1. Create global monthly distribution codes that are accessible to all workflows. 2. Delete unused monthly distribution codes. 3. Correct any distributions that are not totaling 100%.
Create Monthly Distributions	The monthly distribution creation screen:

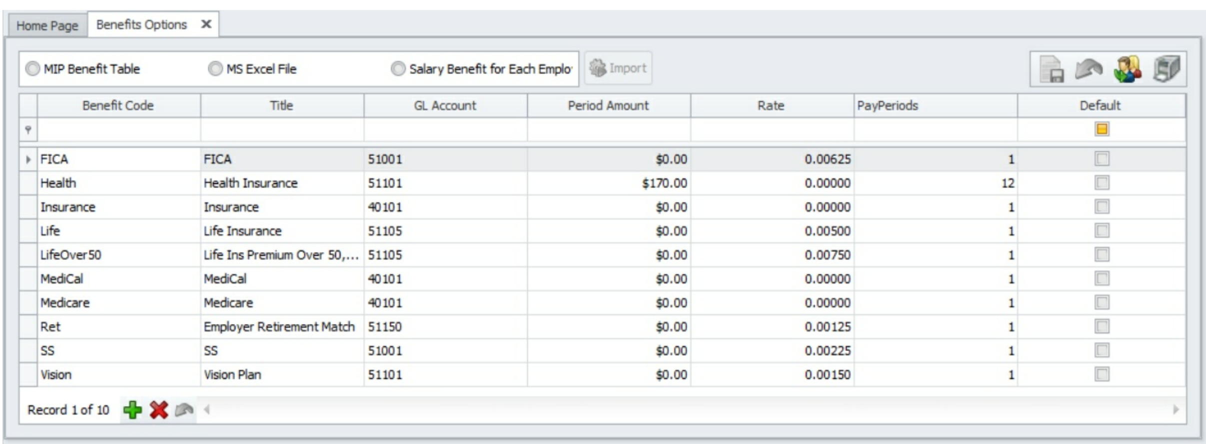


Budget Worksheet Options	The options here allow you to set **Narrative Required** or **Prevent GL Edit** after specifying a workflow and choosing the account numbers.



7.3.1 Benefit Rates

Create global **Benefit Codes** and other employee expenses that will be available when managers are working with the Salary Worksheets. You can import the benefit codes from Abila MIP FA Payroll Module or import them from an Excel file.



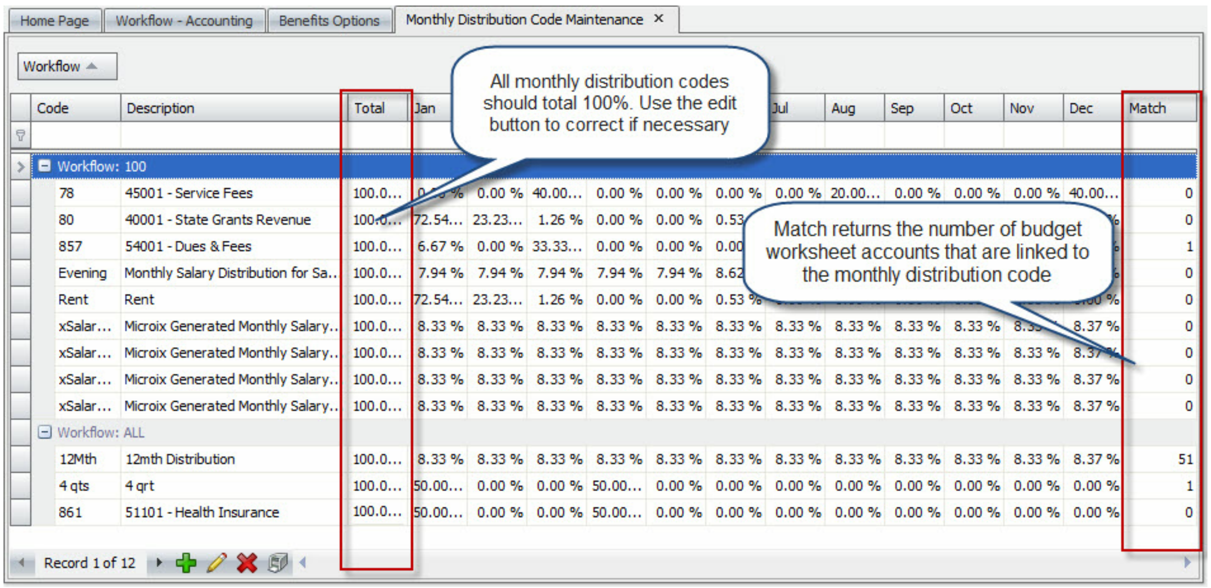
Benefit Code	Title	GL Account	Period Amount	Rate	PayPeriods	Default
FICA	FICA	51001	$0.00	0.00625	1	
Health	Health Insurance	51101	$170.00	0.00000	12	
Insurance	Insurance	40101	$0.00	0.00000	1	
Life	Life Insurance	51105	$0.00	0.00500	1	
LifeOver50	Life Ins Premium Over 50,...	51105	$0.00	0.00750	1	
MediCal	MediCal	40101	$0.00	0.00000	1	
Medicare	Medicare	40101	$0.00	0.00000	1	
Ret	Employer Retirement Match	51150	$0.00	0.00125	1	
SS	SS	51001	$0.00	0.00225	1	
Vision	Vision Plan	51101	$0.00	0.00150	1	

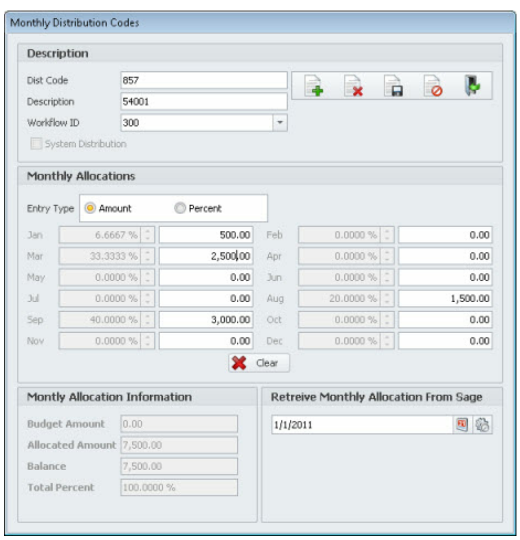
If you update the **Rate** or **Annual Amount** column of a benefit code, then all employees that are associated with the **Benefit Codes** will be updated automatically on the Salary Worksheet.

7.3.2 Monthly Distribution Codes

Budget Administrators can use this form to perform the following task:

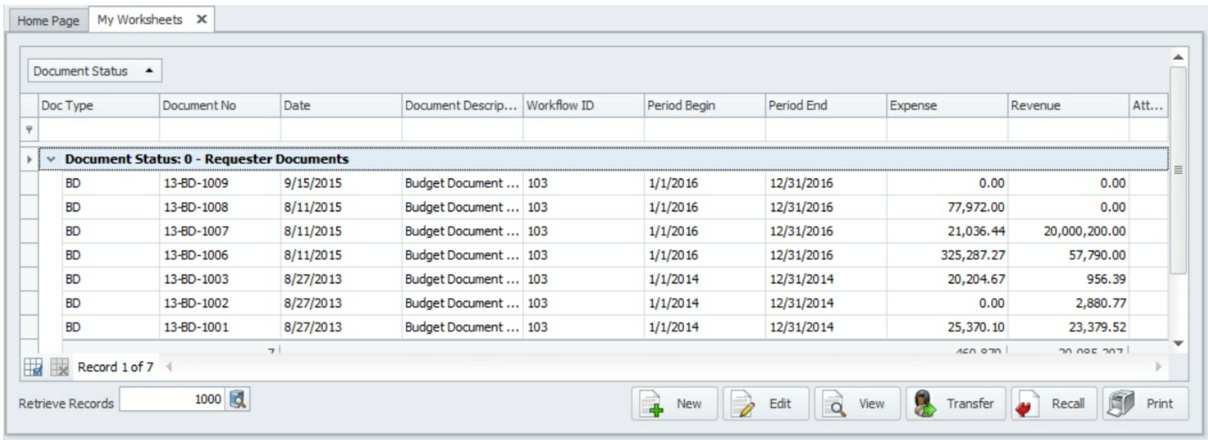
1. Create global **Monthly Distribution Codes** that are accessible to all workflows.
2. Delete unused **Monthly Distribution Codes**.
3. Correct any distributions that are not totaling 100%.



Buttons	Description
Add/ Edit	Click on the **Add** button to create a new **Monthly Distribution Code** or use the **Edit** button to make changes to an existing code. 
	Click on this button to **Delete** an unused **Monthly Distribution Code**. The system will not allow you to delete the code if it is being utilized by an

Buttons	Description
	active budget worksheet.
	Click on this button to **Print** grid data.

7.4 My Worksheets



The **My Worksheet** form displays a list of all Budget Worksheets created by or distributed to the logged in user. See below for other functions that are available on this form.

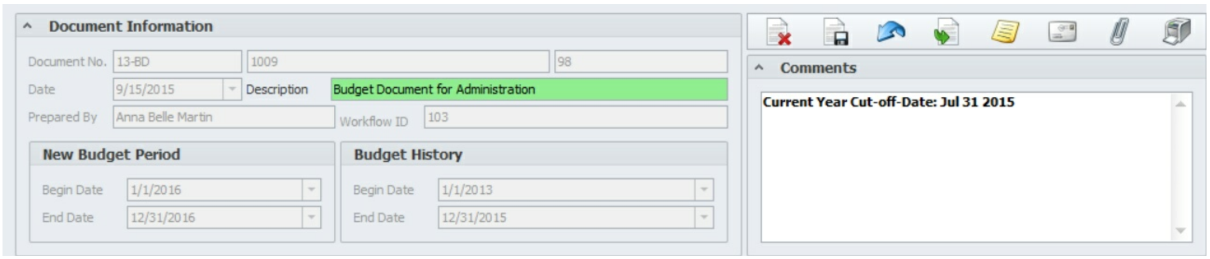
To filter, sort, and group the data refer to [Sorting/Grouping/Filtering Data Grids](213).

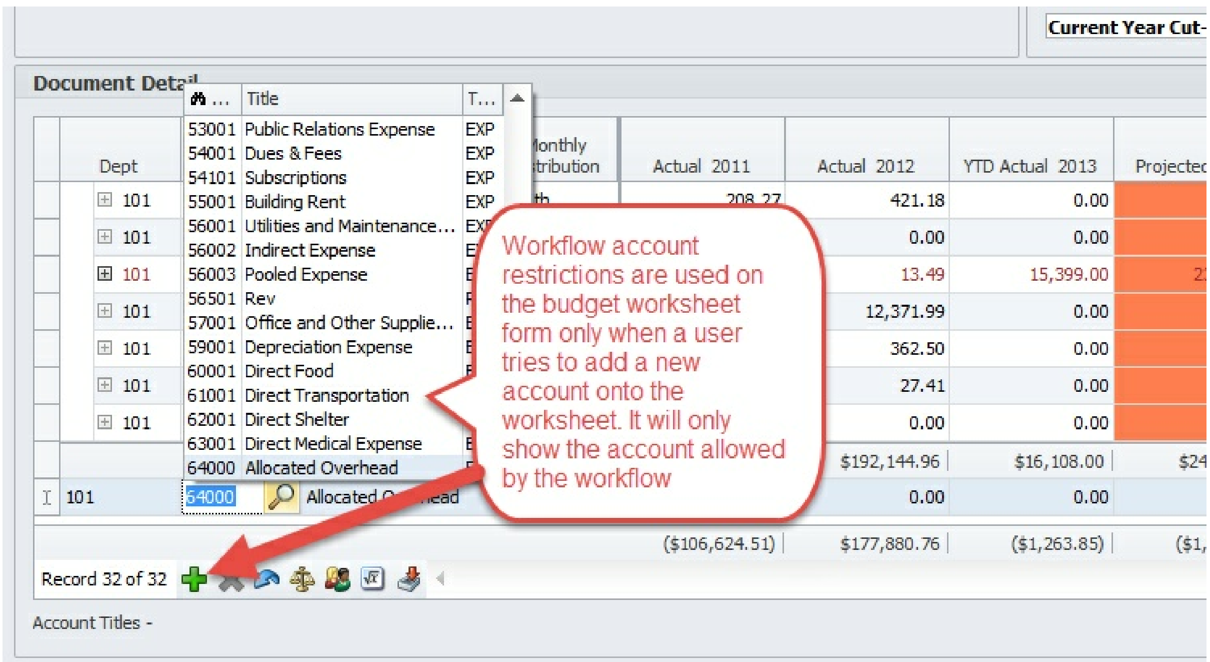
Buttons	Description
	Click on this button to **Create** a new Budget Worksheet. In most cases, the **Create** button will never be used because the Budget Worksheets are distributed to the managers by the Budget Administrator.
	[Edit](127) a Budget Worksheet.
	Click on this button to **View** an existing Budget Worksheet (read-only).
	If you have submitted your budget worksheet for approval and need to make modifications, use the **Recall** button to return the Budget Worksheet to your queue. However, if it was approved, the system will not allow you to recall it.
	Print a copy of the **My Worksheet** list

7.4.1 Edit Budget Worksheet

Use this option to edit a Budget Worksheet that was distributed to you by the Budget Administrator.

Budget Worksheet Information



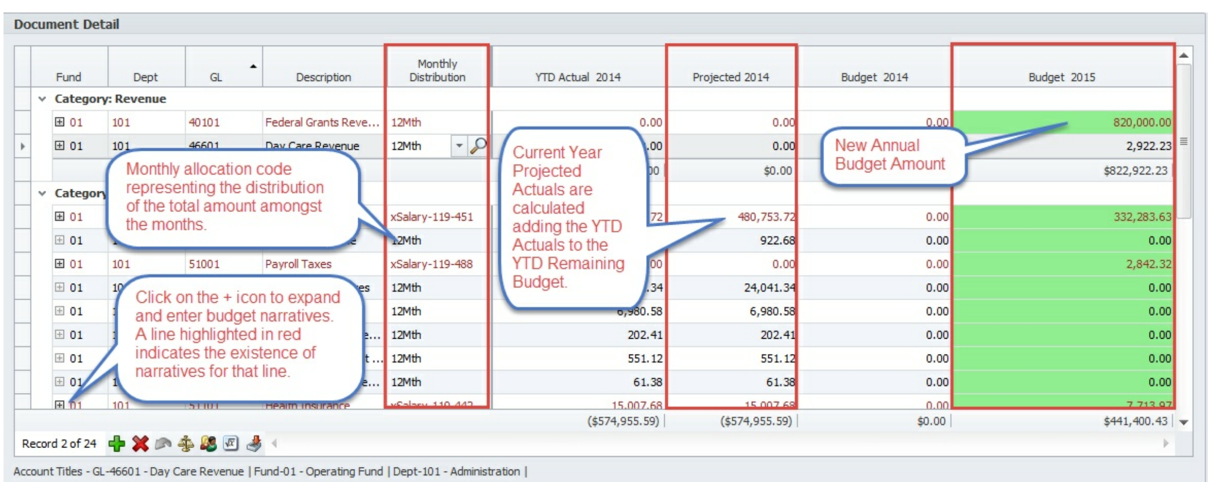


Fields/ Buttons	Description
Document No.	Assigned automatically by the system.
Date	Indicates the date when the worksheet was created.
Description	The system will automatically assign a document description **Budget Document for**. You should append the name of your budget to complete the description (for example, append your department name and/or funding source name). This field becomes the document description when it is transferred to Abila MIP FA.
Prepared By	Your name will be defaulted in this field (read-only field).
Workflow ID	Your **Workflow ID** will be defaulted in this field (read-only field).

Fields/ Buttons	Description
Comments	Enter any comments in this field. The comments can be viewed by the approvers and are also printed on the Budget Worksheets.
	This button allows you to **Delete** your Budget Worksheet. Do not use this button unless it is necessary or you are instructed to do so. All the data you entered on the Budget Worksheet will be deleted.
	Save your Budget Worksheet. We recommend that you periodically save your work.
	Undo the last changes.
	Submit your budget for approval. This should be done after you have completely entered your budget.
	Use this button to send **Email** correspondence (refer to **Shared Activities>Email** 210 for detailed instructions on how to send email messages).
	Use this button to **Attach** any electronic documents to your Budget Worksheet (refer to **Shared Activities>Attachments** 211 for detailed instructions on how to include attachments).
	Print a copy of your Budget Worksheet.

Budget Worksheet Transaction Information

The **Budget Transaction** section contains detailed information about the item(s) in the overall budget. It includes the general ledger account information and description, prior-year-actual, current-year-actual and current-year-budget from Abila MIP FA general ledger.



Columns	Description

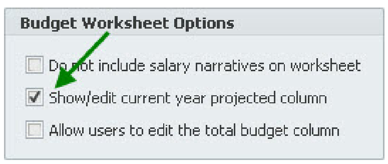
New Annual Budget

Use this column to enter the annual budget for each expense or revenue account. If your policy requires you to enter budget narratives for each or specific accounts, then use the + icon (located at the beginning of each line) to enter the budget narratives. If you need more space, click on the **Magnifying Glass** button which is highlighted in the screenshot below. Click it again to return to this view.

Projected

Enter the estimated current year projected actual for each expense or revenue account. The values in the **YTD Actual** column display the amount of funds that were spent/received up to end of the cut-off-date. The cut-off-date is displayed in the budget comment field.

This column is only visible if the workflow option to display it is true.



Monthly Distribution

By default, your annual budget will be distributed evenly each month. However, if you require unique monthly allocations, then use the **Magnifying Glass** button to open the Monthly **Distribution** form. This form allows you to spread your annual budget based on a percentage or amount for each month.

Use this button to **Insert** new account on your budget form.

This is not necessary unless instructed by your Budget Administrator.

Delete the selected timesheet row.

The system will only allow you to deleted line items that were added to the Budget Worksheet.

Undo the last changes.

This button will allow you to allocate an overhead cost by departments and/or funding source via a Abila MIP FA distribution code.

This button is not to be used unless instructed by your Budget Administrator.

Use this button to **Import** Salary Worksheet data into your Budget Worksheet.

This button is not to be used unless instructed by your Budget

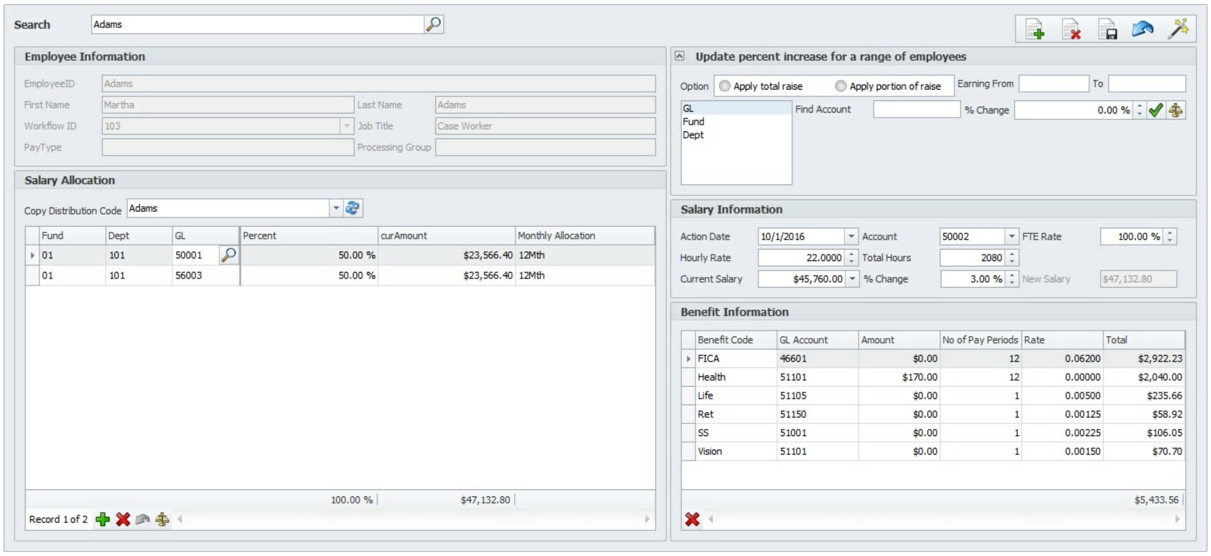
Columns	Description
	Administrator.
	The **Formula Wizard** button will allow you to perform simple Excel type calculations such as increasing the annual budget by 5% or allowing you to take your current year budget and increasing it by 10% to become the new budget.
	Import/Update budget data via an Excel spreadsheet. For detailed instructions on how to use this function see **Import from Excel** 216.

7.5 Salary Worksheet

The Salary Worksheet is specifically designed to streamline the salary budgeting process by providing management with an online tool to project the organization salary figures without affecting your current payroll system. In addition, efficiency is gained because department managers use the system to enter budgetary data such as salaries, benefits, overtime, commissions, incentive pay and bonuses. After utilizing the Salary Worksheets, organizations will realize the benefits and time savings features from having a single online system that caters to their salary budgeting needs.

Budget Administrators can delegate this process in a couple of ways:

1. Allow managers to budget their employees.
2. Allow the Human Resources Manager to budget all employees within the entire organization.



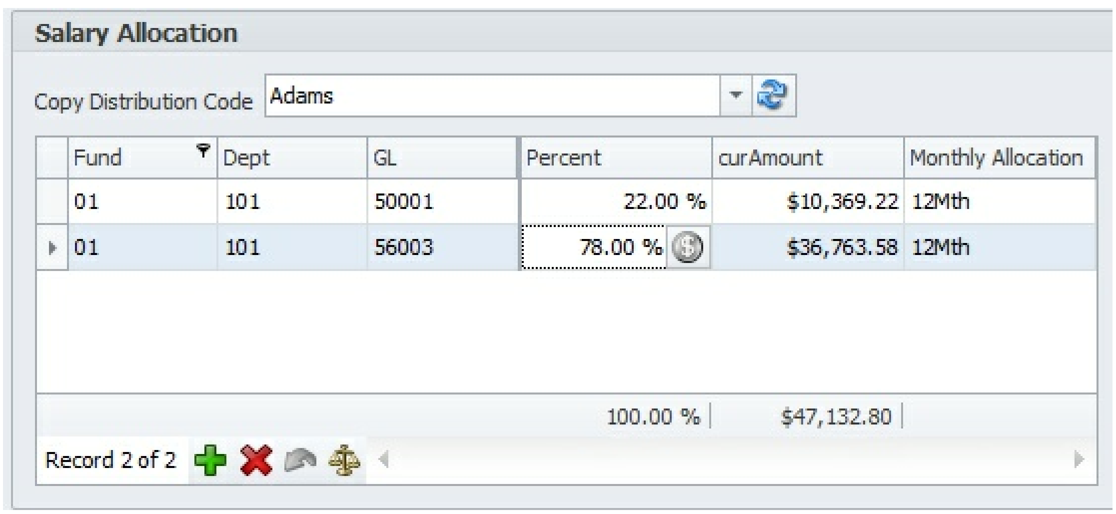
Option 1: (Allow managers to budget their individual employees)

- To implement this option, navigate to the **Maintenance>Organization Workflow>Personnel** tab and import employees into their associated manager's workflow.

Option 2: (Allow the HR manager to budget all employees within the entire organization)

- To implement this option, navigate to the **Maintenance>Organization Workflow>Personnel** tab and import all employees into the Human Resources Manager's workflow.

Fields	Description
Employee Information	The information in this section was imported during setup. Verify the information provided is accurate.
Salary Information	The information in this section was imported during setup. Verify the information provided is accurate or make any modification if needed.
Salary Allocation	**Salary Allocations** are also imported during setup. Verify whether the information provided is accurate or make any modifications, if needed.

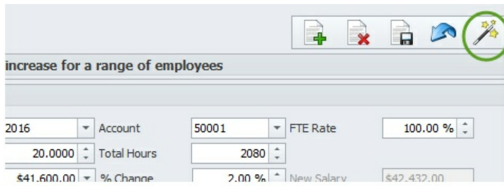


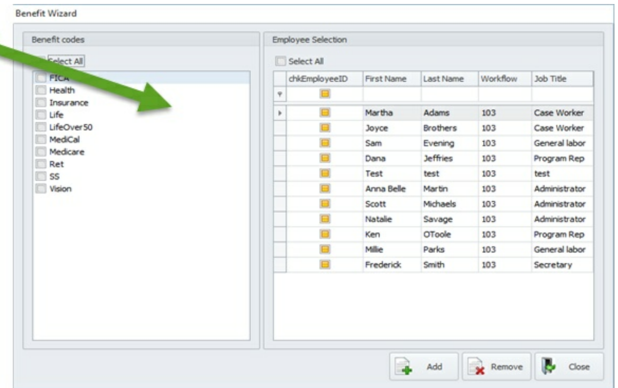
Here is an example of how to enter the allocation for an employee earning 24,000 per year and is split between two departments:

- Use the **Add** button to create a new line and enter 04 and 101 in the **Fund** and **Dept** columns (your database will vary based on your Abila MIP FA segment structure). Next, enter 8,000 in the **curAmount** column which represents the portion of salary dept 101 is responsible for paying. Use the **Add** button again to enter a second new line and enter fund 04 and dept 201. Because this row contains the final allocated entry, use the **Money** button and the system will automatically fill 16,000 in the **curAmount** column which is equivalent to the unallocated salary amount.

Use the **+** button in the **Copy Distribution Code** field if there is a predefined

Fields	Description
	distribution code in Abila MIP FA with an allocation of 33% to Department 101 and 67% to Department 201.
Benefit Information	Use this section to add benefits and other type of special earnings for the employee such as FICA, bonus, overtime and incentives.

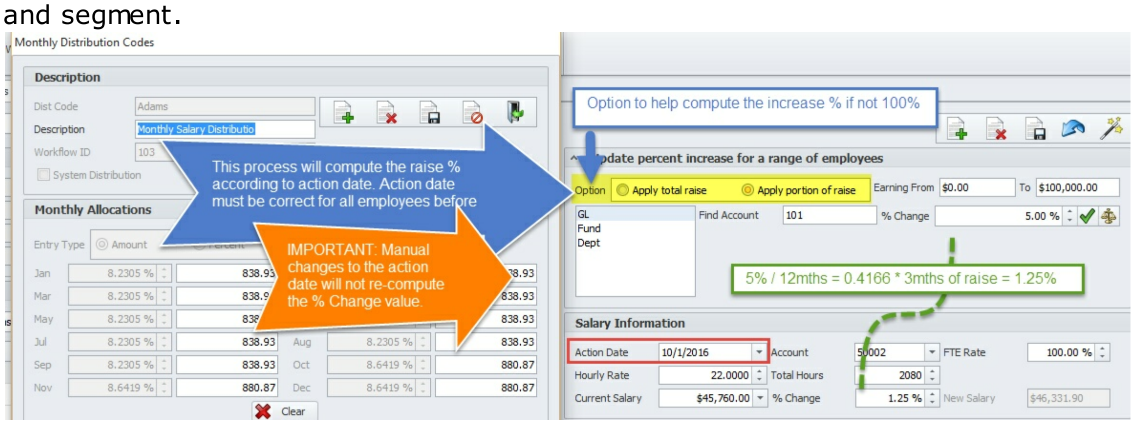




How to use: select a code from the **Benefit Codes** combo box and click on the **Add**  button. To remove a **Benefit Code**, select the code from the grid and click on the **Delete**  button.

% Increase	You can enter a pre-determined percent increase based on promotions or cost of living.

 Use the following section to globally forecast increases based on a salary range and segment.



 **Add** a new employee or open position to fill.

 **Delete** an existing employee or position.

 **Save** changes.

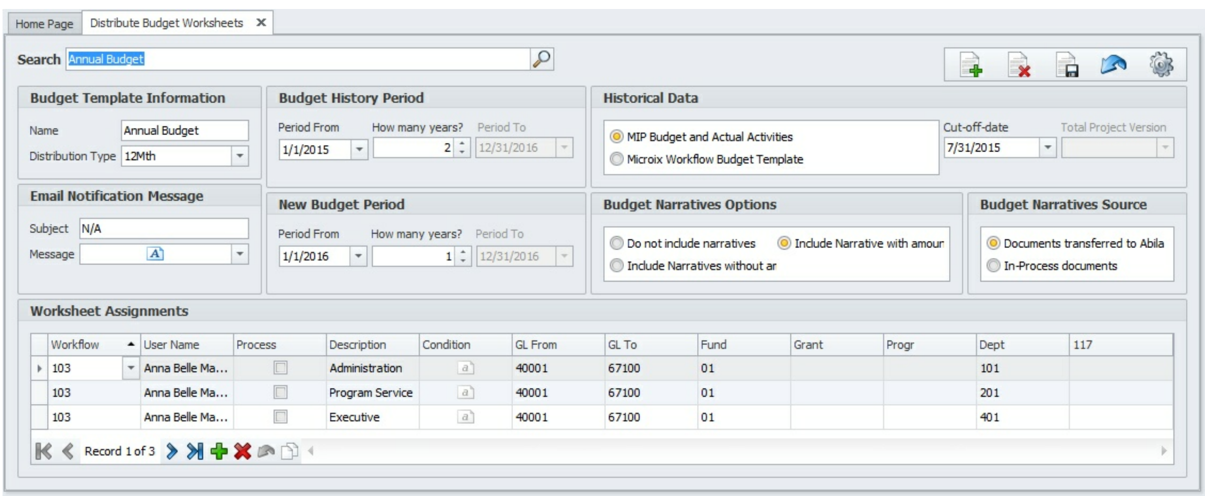
Fields	Description
	Undo last edit.

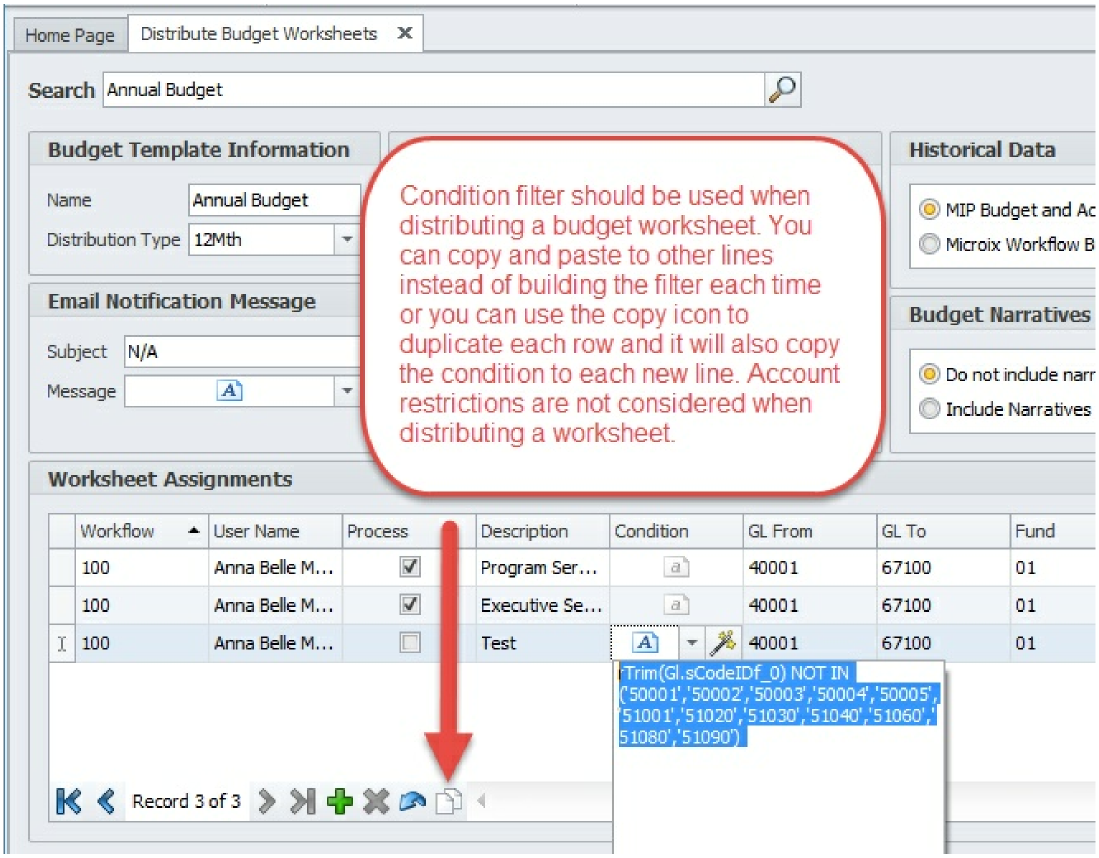
7.6 Distribute Worksheets

This form is used by the Budget Administrator to load and distribute the Budget Worksheets to all managers within the organization. When creating a Budget Template, use a generic name such as "Annual Budget". It is not recommended to include a fiscal year with the template name because the template is reused each budget year. Most organizations will be required to create at least one Budget Template. However, multiple templates are necessary if you have some budgets that are based on a different fiscal period than your organization's fiscal year.

Quick Start - How to Distribute Budget Worksheets to each manager: (***NOTE****: setup must be completed first)*

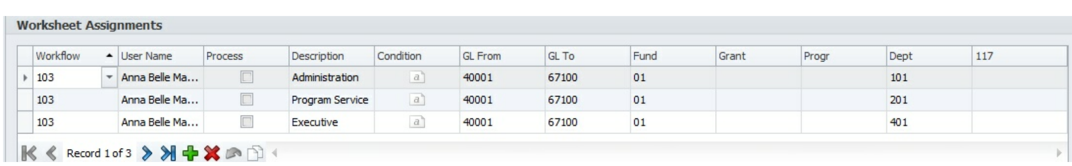
1. Select a Budget Template from the **Search** list box.
2. In the **Template Worksheet Assignment** section, click the **Process** checkbox next to each manager that you would like to create a Budget Worksheet.
3. Click on the **Gear** icon to start the process. Because of the amount of data to be retrieved from Abila MIP FA, we recommend that you only process a maximum of 10 worksheets at a time.





Fields	Description
Name	Recommended names for your Budget Template: 1. Use the following name if your organization budgets are based on the same fiscal period: • Annual Budget 2. Use the following name for budgets that have different fiscal periods: • Annual Budget Jul-Jun • Annual Budget Jan-Dec • Annual Budget Oct-Sep
Distribution Type	Budget Worksheets are distributed and displayed to managers using an annualized format. Managers also enter their new budget based on an annualized amount. Using the system default value "12Mth" will cause *Microix* to spread the annualized budget evenly for 12 months when transferring to Abila MIP Fund Accounting. However, if managers need to manipulate the monthly spread, they can do so directly on the Budget Worksheet. See **Budget>Setup>Monthly Distribution Codes** if you would like to create additional codes.
Email Message	Upon processing and distributing the Budget Worksheets, *Microix* will trigger and email message to each manager and include the information you have provided

Fields	Description
Notification	in this section. Here is an example of what you can enter in this section: Subject - Fiscal Year XXXX Budget Message - Please enter your budget and return by MM/DD/YYYY. If you have any questions please call Budget Administrator for assistance.
Budget History Period	For each Budget Worksheet, *Microix* allows you to include up to 5 historical columns. *Microix* recommends that you include at least the current year and prior year for your budget historical columns.
New Budget Period	For each Budget Worksheet, *Microix* allows you to include up to 5 new budget columns. If you are not performing multi-year budgets then we recommend entering a period that only spans one year.
Historical Data	• Abila MIP Budget and Actual Activities - This option should be your primary choice unless you are budgeting a new funding source. When using this option, enter a cut-off-date. The date entered in this field will be used by *Microix* to retrieve the current year actual amount up-to the cut-off-date. You can later refresh the budget worksheet's current year actual column using the menu item **Budget>Refresh Worksheet Data** • *Microix Workflow Budget* Template - Use this option to create a Budget Worksheet that includes a pre-determined set of revenues and expenses without any historical data from Abila MIP FA. This option is mostly used when you are budgeting for a new funding source.
Budget Narratives Options	**Budget Narratives** are manually entered by managers on each Budget Worksheet. It includes detailed justifications, notes and/or mathematical calculations that explain how the annual budget was comprised. Choose an option based on your organization's policies that dictates whether or not Managers can utilize their narratives from a previous year or they have to re-create them each year. By default **Do not include Narratives** is selected. • Do not include Narratives. • Include Narratives without amount. • Include Narratives with amount.
Worksheet Assignments	Use this section to assign the managers to their specific department and funding source. After the worksheets are processed and distributed, then each manager will receive a Budget Worksheet that is specific to his/her department.

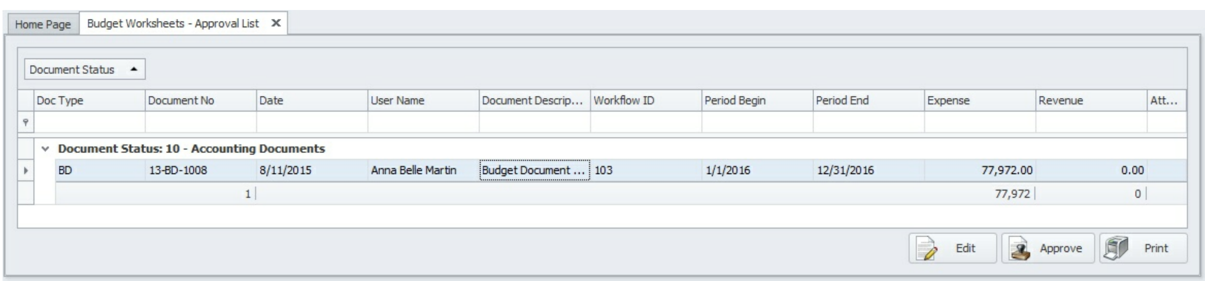


By default *Microix* will require you to budget all Abila MIP FA segments. However, you can selectively choose which segments should be budgeted by navigating to **Maintenance>Organization Workflow>Budget** Options. Only the selected segments will show on the Budget Worksheets.

Fields	Description
	Use the **Add** button to insert new row in the data grid.
	Delete the selected line.
	Undo the last changes.
	Add a new budget template.
	Delete an existing template.
	Save changes.
	Undo last edit.
	Create Budget Worksheets and distribute to managers.

7.7 Approve Worksheets

Approval notifications are generated automatically when managers submit their Budget Worksheets for approval. Approvers have the ability to change, add, or delete any information on the Budget Worksheet or they can re-route the worksheet to the manager for correction.



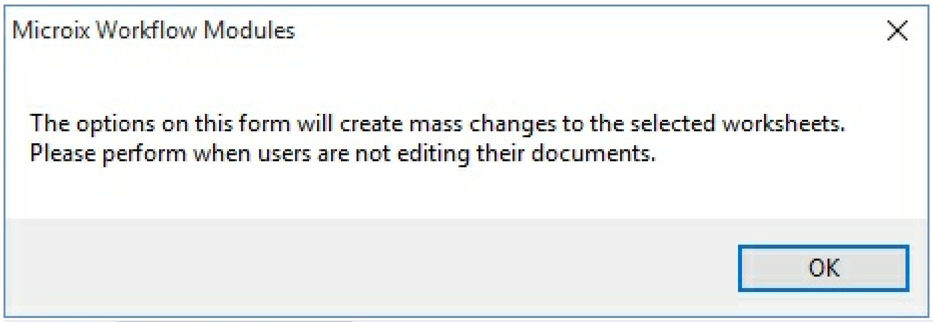
Quick Start - How to approve a Budget Worksheet:

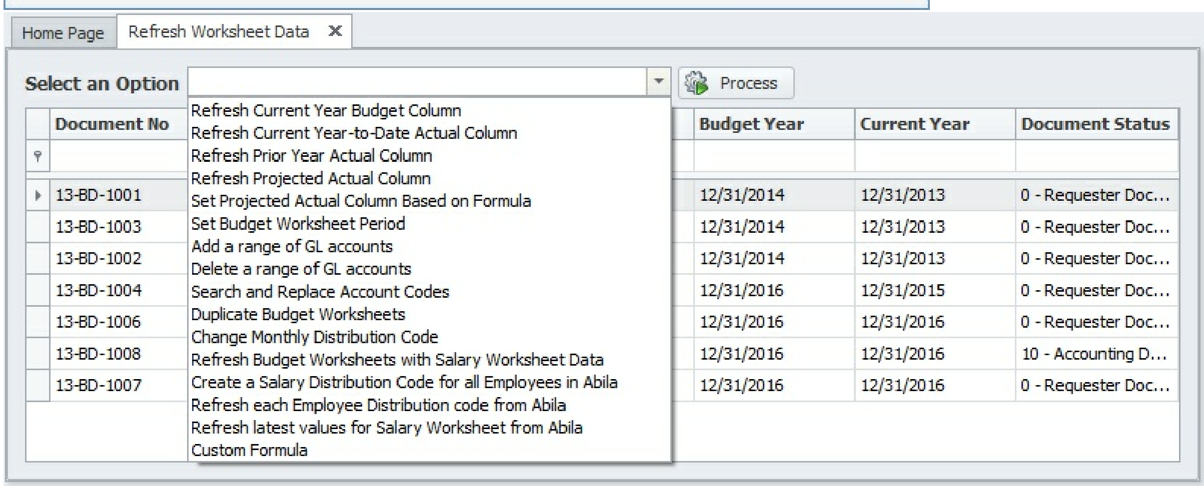
1. Select a Budget Worksheet from the approval list and click on the **Edit** button to open it.
2. After opening the worksheet, review the data and refer to **Edit Budget Worksheet** for information on how to make corrections.
3. After reviewing and/or modifying the Budget Worksheet, click on the **Approve** button to approve the worksheet. You may also use the **Re-Route** button to send the worksheet to the user for them to make the necessary corrections or address your concerns.

7.8 Refresh Worksheet Data

The form is used by the Budget Administrator to refresh a specific column after the worksheets are distributed to the managers.

Why do I need this option? Your organization started the budgeting process 6 months prior to the new fiscal year. As a result, all distributed Budget Worksheets contains the first 6 months of actual expenses and revenues. You are now 10 months into the year and all the Budget Worksheets are completed. However, you need the ability to refresh the current year actual column to reflect expenses and revenues as of the current date.

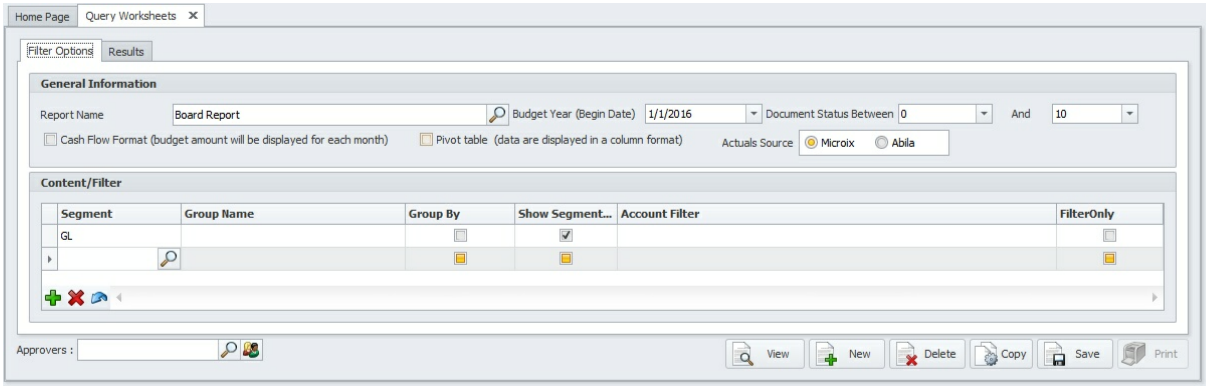




How to Use:

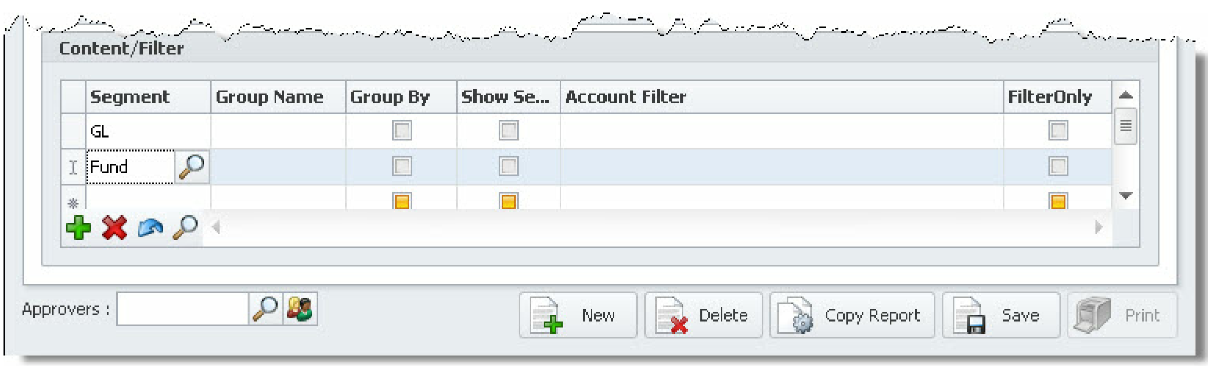
1. Select an option (*additional information may be required upon selecting specific options*).
2. Select a list of documents that will be affected.
3. Click on the **Process** icon.

7.9 Consolidate Worksheet Query



Field/ Button	Description
Budget Year (Begin Date)	Select the date to view the worksheet.
	To **View** and select a worksheet from a drop-down list.
	To **Add** a new report to the list.
	To **Delete** a selected report.

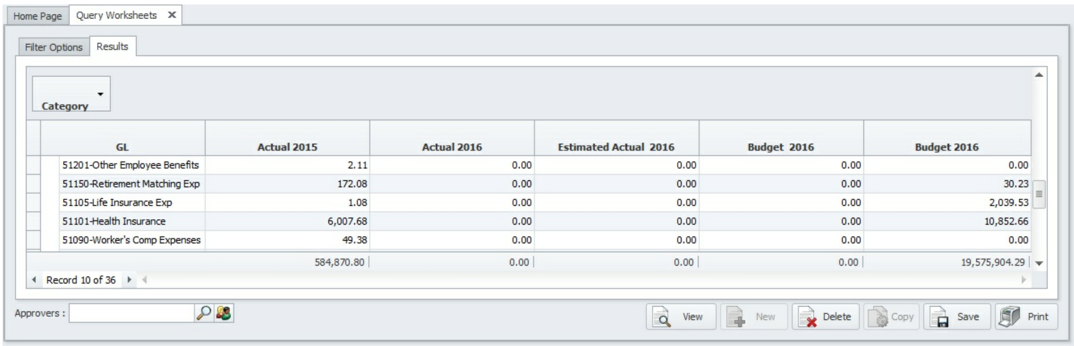
Check the appropriate box for displaying the data according to your preference.



Fields/ Buttons	Description
	To **Add** a new report to the list.
	To **Delete** a selected report.

To **Save** changes.

To **View** the result of the selections done above. The result will open in a new tab.



7.10 Document List

Refer to **Shared Activities>Document List** 219 for more details.

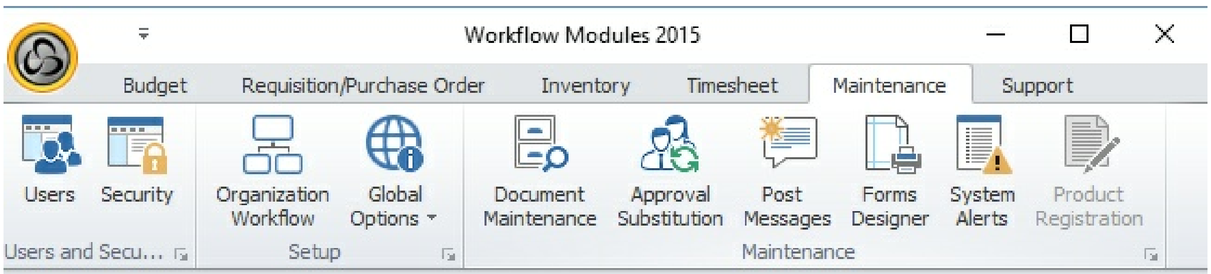
7.11 Reports

Refer to **Shared Activities>Reports** 219 for more details.

Part VIII

8 Maintenance

The **Maintenance Ribbon** menu enables administrators access to manage global settings for all modules within the *Microix Workflow* Suite. Only administrators should be given access to this section of the application and proper care should be taken when modifying live data. We recommend that you backup the database before performing any major changes to your **Workflow** setup.



Function	Description
Users 143	Manage, create, modify or import *Microix* **Users**. .
Security 147	Assign menu permissions for each user account.
Organization WorkFlow 149	Create workflows for your organization and implement specific business rules associated with each workflow.
Global Options 169	This menu item is a sub menu for the following options: • **Application Options (App Options)** - global options for mail server, fiscal year end, budget version and admin password. • **Approval Level Titles** - define approval level titles which are needed when creating the workflow approval process. • **Document Numbers** - identify the starting number for each document type. • **Change Document Ownership** - switch document ownership from one user to another which can be done for all or some of the documents. • **Terminology** - change/edit menu titles. • **System Login** - view a list of all logged in users or free any locked seats. • **System Audit Trail** - view a list of all system changes however, full audit of the database is currently not available. • **Global Lookup** - Allow administrators to manipulate specific lookup values throughout our application. This section should not be changed unless you are instructed by *Microix* or proper care is taken when performing edits. Please backup your *Microix* database before modifying data on this form.
Document Maintenance 180	Utilize this form to access all documents in the system. If a document is lost or routed to an incorrect approver, you can easily find them here and manually change the status to the correct approver. Additionally, you can perform the following tasks: • Purge practice *data.* • *Delete* unposted *Microix* documents that were transferred to Abila MIP FA. • Change *Microix* documents that were encumbered with an incorrect

Function	Description
	vendor. This can only be done if the encumbrance was not partially liquidated.
Approval Substitution 179	Identify substitutes for approvers before they take leave or extended time off.
Post Messages 184	Notify other users of the *Workflow Modules* of significant events.
Forms Designer 185	Allows the user to design custom report layouts.
System Alerts 194	Setup the monitoring parameters to be utilized by the email notification feature of the *Workflow Modules.*
Register Product 199	This form is used to enter the *Microix* activation code.

8.1 Users

The **User** menu will allow you to perform the following functions:

- Add/Delete/Modify user accounts
- Reset user's password
- Change existing user's first or last name
- Import users from Abila MIP FA Payroll Module or Excel Worksheet

Microix includes a default "admin" user account. It is intended for registering the product and to setup the application for the first time and/or ongoing maintenance. The admin account cannot be used to create or approve documents. The password for this account is identical to Abila MIP Fund Accounting Admin password. If you are unsure of the password, please contact our support department at 1-866-MICROIX or email us at support@microix.net. Please change this password via Maintenance>Global Options>Application Options.

Click on **Users** a new to open a tab displaying a list of users present in the system.

Note: User names highlighted in blue indicates that, they have not changed their default password.

Fields/ Buttons	Description
Search	Utilize the search lookup list to find a specific user or you can start by typing the first few letters of the employee's name.
First Name	Enter the user's first name.
Last Name	Enter the user's last name. Microix does not have a middle initial field. If you have two employees with the same name, enter the middle initial first followed by a period then the last name (Example - F. Williams).
Email	Enter the user's email address. This field is required if you are implementing the email notification system in Microix.
Phone	Enter the user's phone number. This field is optional and is only used in the Requisition/Purchase Order Module.
Windows ID	Enter the employee 's Windows User ID name. (Optional, and is only required when implementing Activate Directory authentication.) Active Directory authentication requires server name in the Maintenance>Global Options>App Options>Other Options> group box.
User ID	Describes the Microix user ID
Payroll ID	Describes the MIP Payroll user ID
Badge ID	Describes the number associated with the employees badge for time clock solutions.
Biometric	Check this box if you would like the user to be authenticated in the system using their fingerprint instead of a password. Note: This action will disable password authentication for the user.
Active	Use this option to disable a user from accessing the Microix system. It is also important to remove them as a requester in the workflows. For Payroll customers, if you terminate an employee in Abila MIP FA payroll module, you will have to manually inactive them in Microix as well.
Password	When adding a new user account, their last name will be the default password in all lower case letters. Upon logging on for the first time, the user will be asked to change their password. All passwords must be a minimum of 6 characters and include both alpha and numeric characters. If you need to reset a user's password, click on the reset button and Microix will reset their password to the last name of the employee.
	Add a new user account
	Delete an unused account

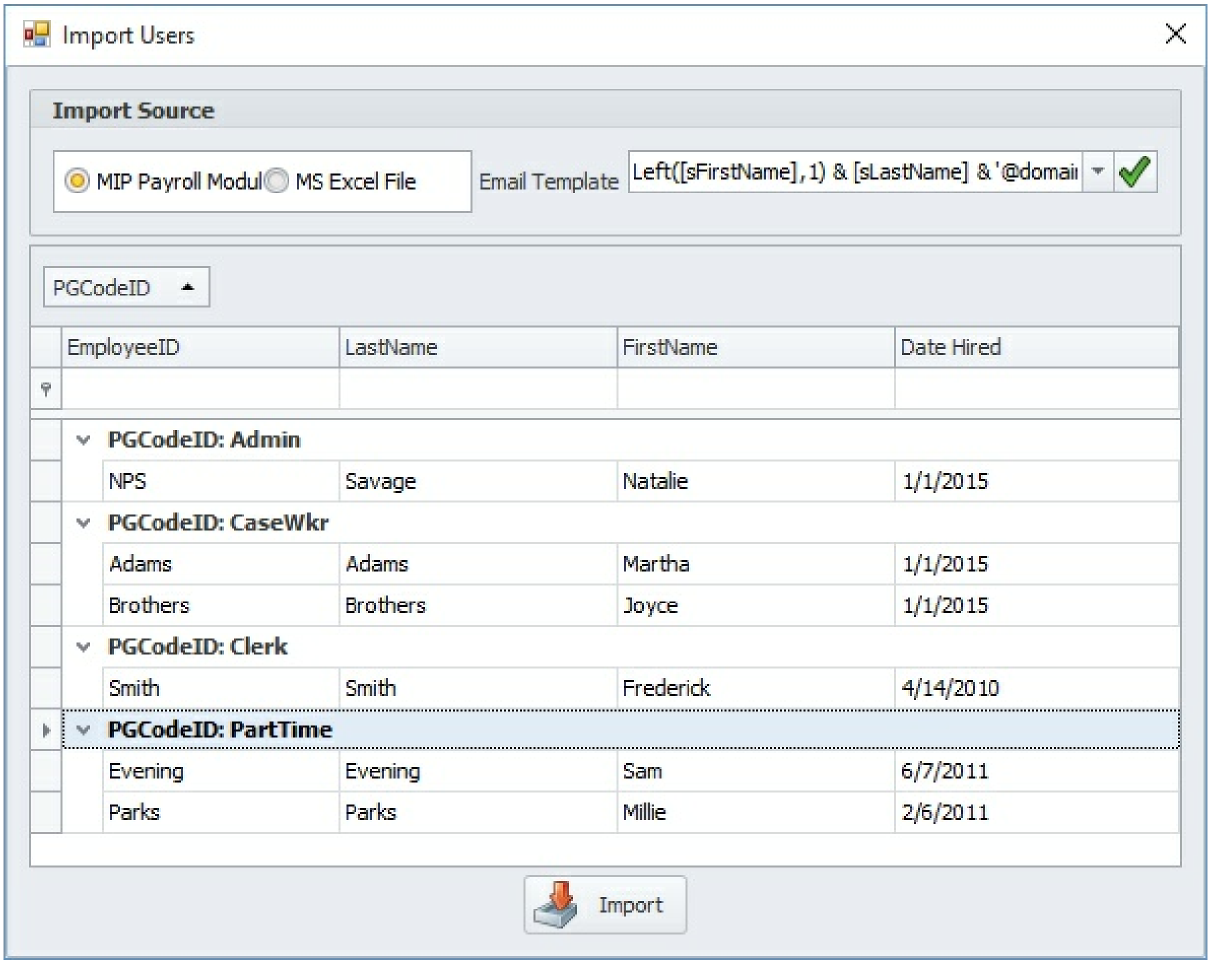
Fields/ Buttons	Description
	Microix will prevent the deleting of users that have documents associated with them.
	Save record
	Undo the last change
	Import payroll users from Abila MIP Fund Accounting Software (Abila MIP FA Payroll is required). *Please refer to the Import Wizard 145 section for more details.*
	To refresh the user database. Synchronizes Microix user names with the most recent changes in Abila MIP FA employee table.
	To reset the password for a user. A dialog box informing of the action being completed will pop-up on the screen. To perform the same action for multiple users hold down the **CTRL** key and click on the user names.
	To print the list of users.

Avoid the use of symbols, such as | " / \ : * ? ; < > [ ] ' and # when entering a user's first or last name.

8.1.1 Import

The **Import** form is used to import employees from the Abila MIP FA Payroll module or from an excel file.

When implementing the Timesheet module, we recommend that you always import employee information from the Abila MIP FA Payroll Module.



Options/ Buttons	Description
Import Source	• **Abila MIP FA Payroll Module** - use this option to import the users from Abila MIP FA Employee table. This should be your preferred method when implementing our timesheet module. Additionally, when new employees are hired, repeat this process to import them. You can quickly find specific employees by clicking on the filter icon in any column header. For detailed instructions on how to filter data see the following section: Sorting/Grouping/ Filtering data grids 213 • **MS Excel File** - This option is recommended when you have a large list of employees who will be using the Microix system. It should be used primarily for implementing the Requisition or Budget Module. Timesheet Module should use the option mentioned above. For detailed instructions on how to use this function see Import from Excel 216.
Email Template	Select an email template from the dropdown list or manually enter a valid email template. Click on the check button to apply the changes to all Microix users. Template Syntax:

- **[sFirstName]** - string that represents employee's first name
- **[sLastName]** - string that represents employee's last name
- **Left(string,length)** -The Left function returns a specified number of characters from the left side of a string
- **Right(string,length)** -The Right function returns a specified number of characters from the right side of a string
- **@domain.org** - replace this text with your organization email domain name but remember to enclose this part of your text in single quotes.
- The **&** operator is used to concatenate string variables

The following example demonstrates a template that extracts the first letter of the employee's first name along with their last name and domain name to automatically generate their email address:

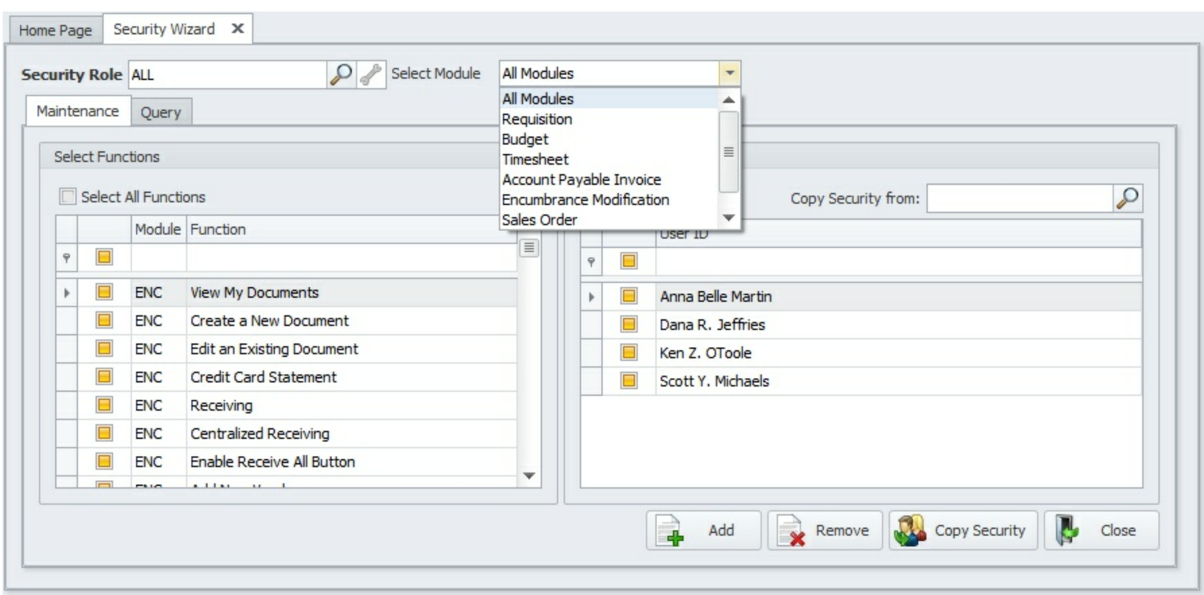
User name - Anna Belle Martin
Organization email domain - @microix.com
Template - Left(sFirstName,1) & [sLastName] & '@microix.com'
Results - amartin@microix.com

This button is used in conjunction with the Import Source "**Abila MIP FA Payroll Module**". After selecting the users, click the import button to process your request.

8.2 Security

The **Security** form is used to grant specific menu permissions to multiple users.

We recommend that you apply permissions after all requesters and approvers are configured in each workflow.



Maintenance Tab

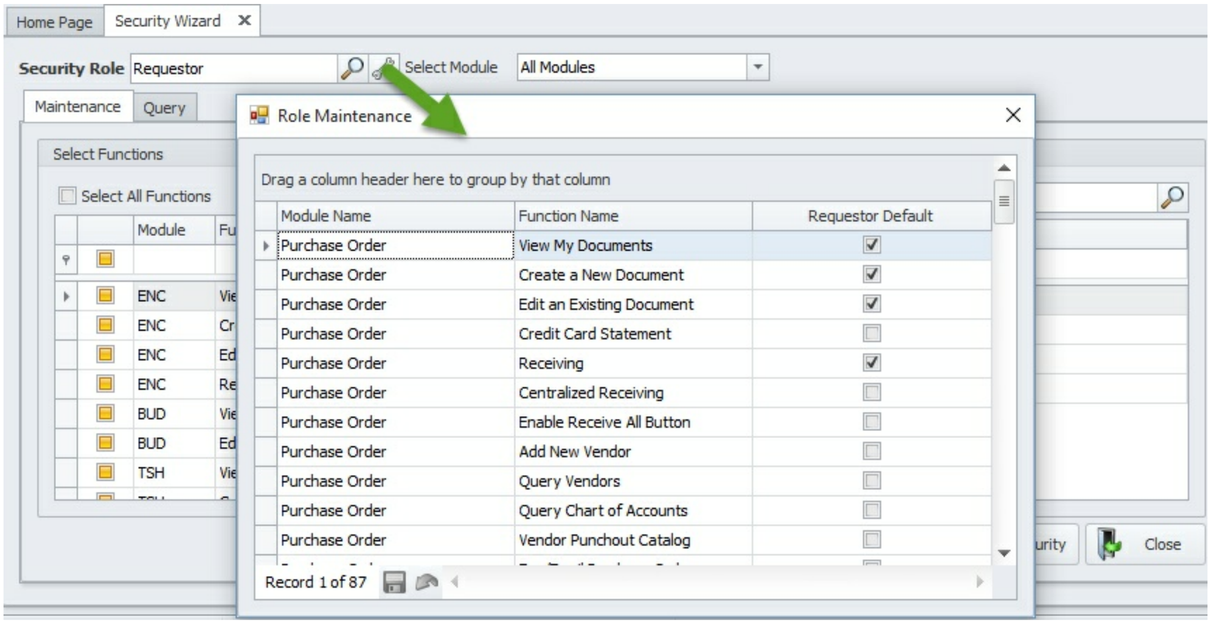
Options / Buttons	Description
Default Set of Functions	Microix includes three preset security functions: 1. All - Use this option to give permission to all menu items in Microix. It is intended for administrators of the application. Additionally, it displays a list of all possible permissions and allows you to add or remove specific ones to each or all employees. 2. Approver - a list of permissions that are intended for all approvers 3. Requester - a list of permissions that are intended for all requesters How to use: 1. Select a "Default Set of Functions" from the combo list box 2. Using the list box on the left, check the box "Select All Functions" 3. Using the list box on the right, check the box "Select All Users" 4. Click on the add button to grant permissions, or the remove button to take away permissions. You can select each function and/or user separately before adding or removing permissions
	To edit the functions available to a given user. Refer to Maintenance>Security>Role Maintenance 148 for more details.
	To save the changes made to the function list.
	To cancel the previous action.
	Add selected permissions to all selected users
	Remove selected permissions to all selected users
	Exit/Close the security form

To filter, sort and group the data see Sorting/Grouping/Filtering Data Grids 213

8.2.1 Role Maintenance

This function allows the user to enable or disable options for a set of users or all the users present in the system.

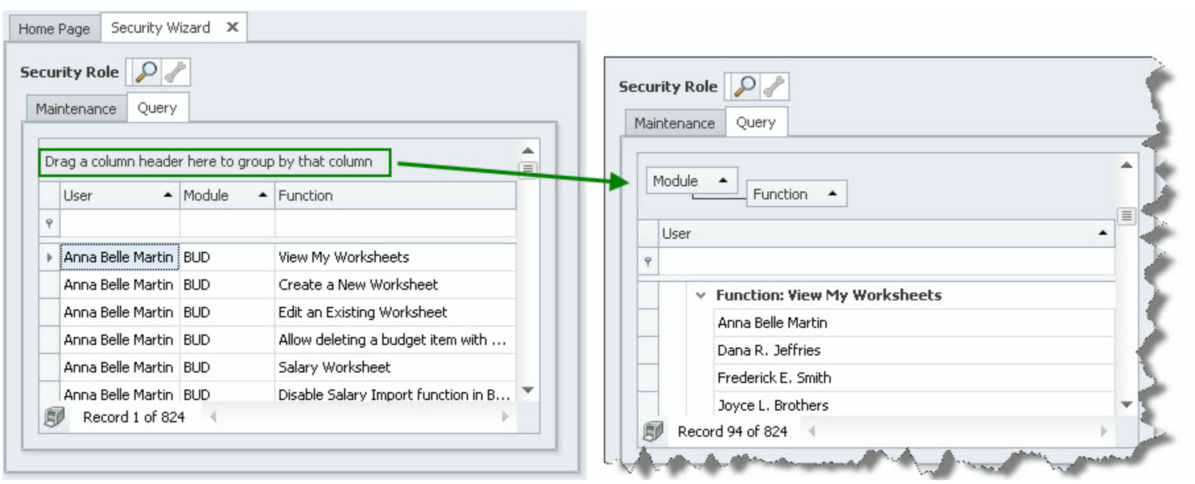
Select a role from the drop down list and click on the wrench  button to open the following dialog box:



Multiple users can be selected by holding the **CTRL** key and clicking on the usernames.
Check the box against the function to be added for the role.
Uncheck the box for deleting the function for the selected role.

8.2.2 Query

Use the query tab to retrieve a list of assigned permissions and group them by module, function or by users. Click on the print button  to open the print view window for sending to a printer or exporting to excel.

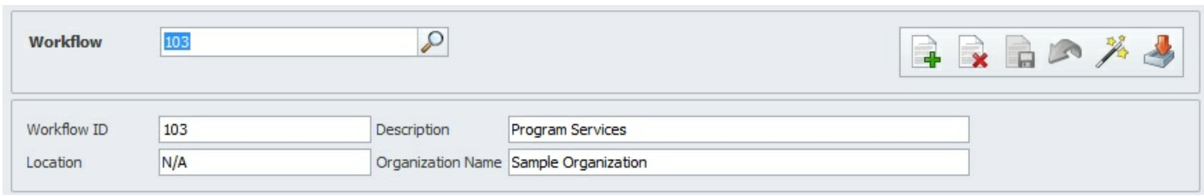


To filter, sort and group the data see Sorting/Grouping/Filtering Data Grids 213

8.3 Organization Workflow

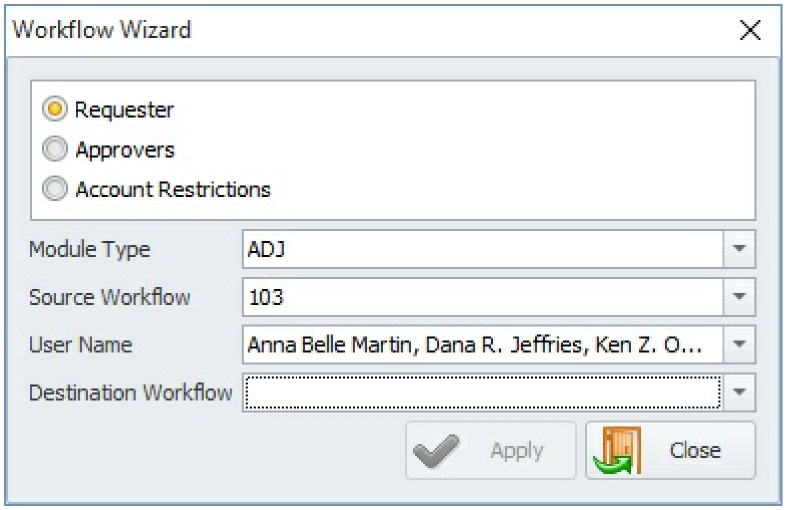
Before creating workflows in Microix, it helps to document your organization's approval process, identifying where the process begins, who makes the first approval, the second, etc., and the final approval. For the Requisition/PO Module, you may also want to document the different approval processes based on the value and/or types of products or services being purchased.

The main purpose of a workflow is to identify the path for routing a document to a person or a group of people for approval. Additionally, it's purpose is to also help enforce specific business rules that may or may not be unique to each workflow. You can create as many workflows as needed for your organization, each with a maximum of 90 approval levels and an unlimited number or users (requesters). This section allows you to create, edit or delete workflows.



Fields	Descriptions
Workflow ID	Enter a short alpha, numeric, or alphanumeric name that represents the group name (example: MIS, 1009, or MIS1009). Avoid the use of symbols, such as | " / \ : * ? ; < > [ ] ' and # when creating a workflow ID.
Description	Enter a description (example: MIS Department, Accounting, Program 100). Avoid the use of symbols, such as | " / \ : * ? ; < > [ ] ' and # when creating a workflow description.
Location	Enter a location (state, city or building number).
Organization Name	Enter the legal name of your organization. The name entered here will be printed on every report.
	Add a new workflow
	Delete an existing workflow
	Save changes
	Undo last change
	To open the Workflow Wizard. The following window opens on the user's screen:

Fields	Descriptions

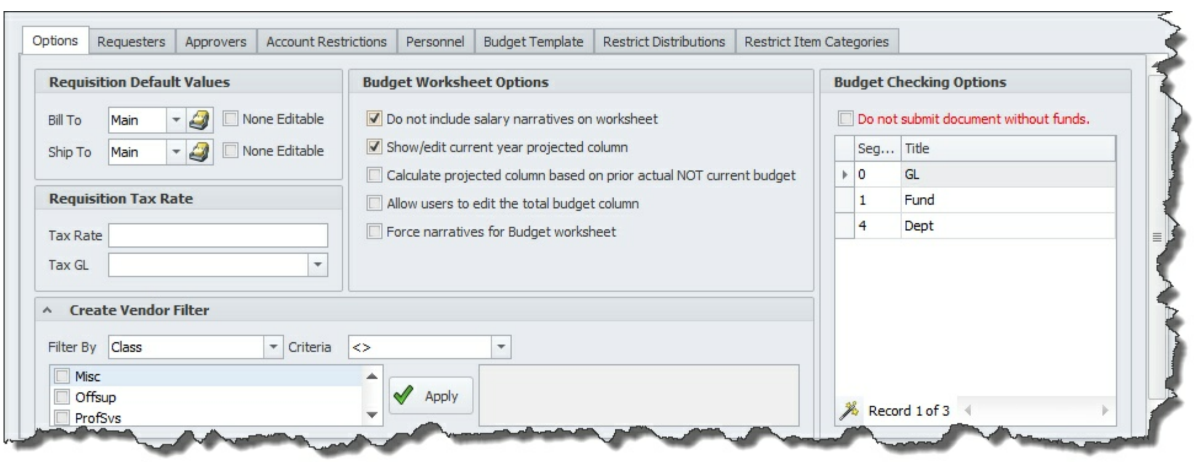


Select the module, source workflow and destination workflow.

To import an excel sheet. Refer to Shared Activities> Import from Excel 216 for more details.

8.3.1 Workflow Options

Workflow options are intended for the requisition and budget module. In this section you will learn how to set default options for each workflow.



Items	Description
Bill To	Select a bill to address or use the address icon to enter a new address. Refer to Shared Activities>Address Code Maintenance 218 for more details. The bill to address is used by the vendor to forward original invoices to your accounting department. Requesters will be able to change this address unless the option "Prevent Bill-To-Address Change" is checked.
Ship To	Select a ship to address or use the address icon to enter a new address. The

ship to address is used by the vendor to mail a product or render a service to the specified address. Requesters will be able to change this address unless the option "Prevent Ship-To-Address Change" is checked.

Tax Rate Enter a default sales tax rate for each workflow. Requesters have the ability to modify the rate during data entry.

If your organization is exempt from paying sales tax then you can leave this field blank.

Tax GL This field is obsolete

Create Vendor Filter Use this section to limit the vendor list for each workflow. This is an optional feature that is useful when you need to restrict a workflow by specific classes or types of vendors.

The vendor class and type values are maintained via Abila MIP Fund Accounting Module>Vendor Maintenance File.

How to use:
1. Select a filter by option (Class or Type)
2. Select a criteria (not "<>" equal to or equal "=" to)
3. Select the filter values and use the apply button to save your selection

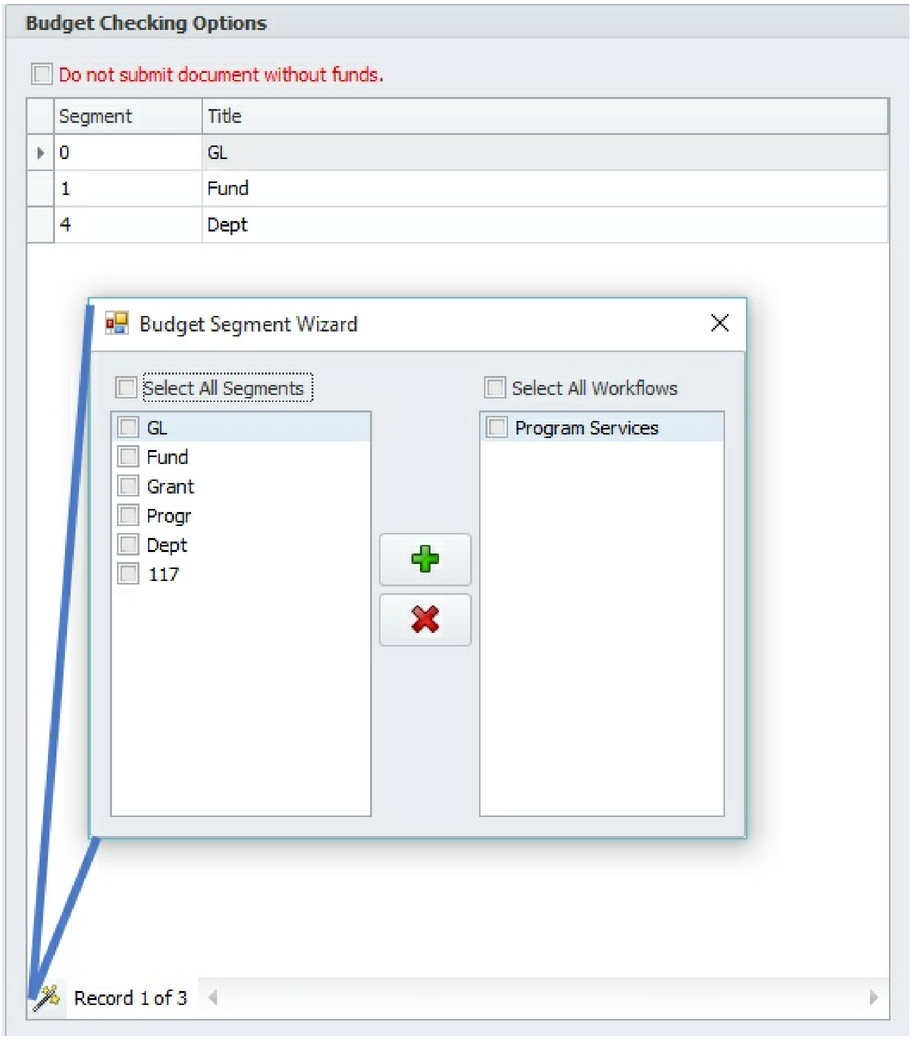
Budget Options

- Use the **Budget Worksheet Options** to manipulate some of the features available on the budget worksheet entry form.
- Use the **Budget Checking Option** for both the Budget and Requisition Module. It allows you to select the segments that are required to budget and for the Requisition Module, it determines which segments are checked when viewing the available funds.

8.3.1.1 Budget Segments

The Budget Checking Options serves two roles:
1. For the **Requisition Module,** it identifies the segments Microix will check when viewing the available funds.
2. For the **Budget Module,** it activates the segments that are required when creating a new budget worksheet.

If you budget all segments in Abila MIP FA, you can skip this section. By default, Microix will included all segments while checking the budget and it will include all segments when creating a new budget worksheet.



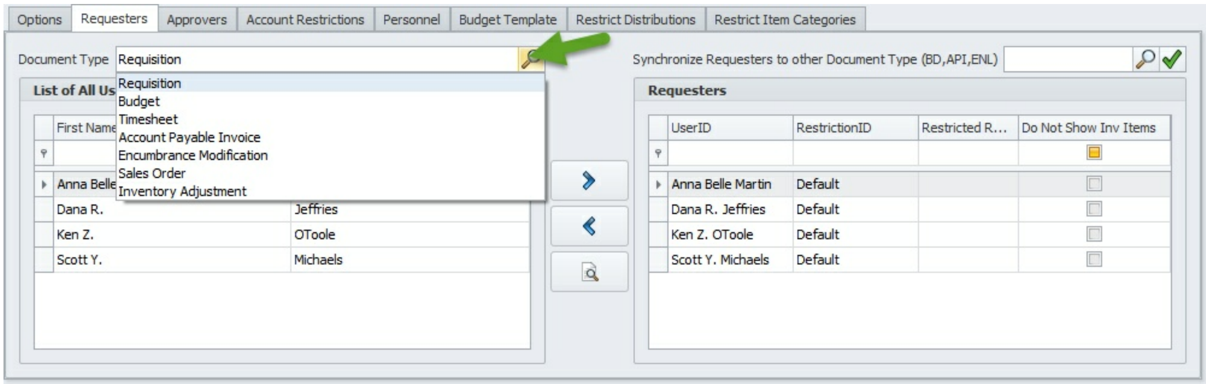
How to use:

Click on the magic wand  button to open the Budget Segment Wizard. From this screen you can add or delete segments associated with specific workflows.

Scenario:
Your organization may have a total of six segments but you only budget three of the six segments. Click on the three segments you do budget and then select each workflow it will affect. Finally, click on the add  button to add the settings or the delete  button to remove the settings from each selected workflow.

8.3.2 Requesters

Use the Requesters tab to assign employees to a specific workflow. You can assign employees to multiple workflows EXCEPT for the timesheet module. Requesters will initiate documents in the system and submit them for approval.



Document Type - Select a document type before assigning a requester. You must setup requesters for each purchased module.

Document Types
- Budget
- Requisition/PO
- Accounts Payable
- Encumbrance Modification
- Timesheet

How to use:

Select one or more users from the list box on the left and click on the right arrow button to move them to the list box on the right. To remove, select one or more users from the list box on the right and use the left arrow button to remove them. The query requester button can be used to filter, sort and print a hard copy of all requesters within a workflow.

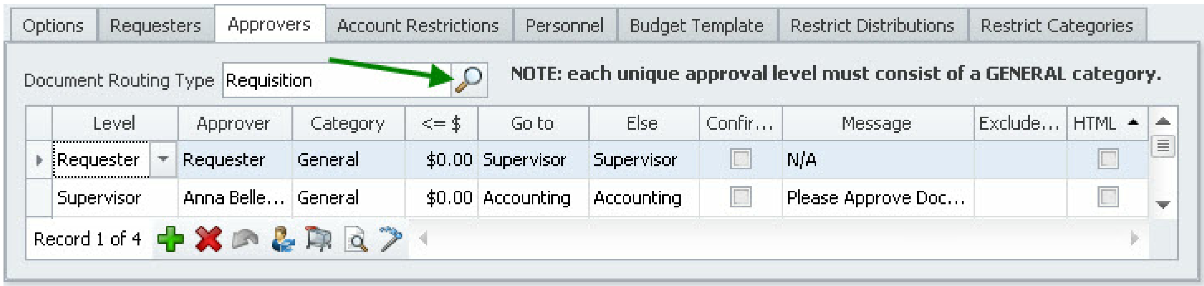
Restriction ID - This column is utilized by the Requisition and Budget Module. It allows you to create multiple account restrictions that are different from the "Default" workflow Restriction ID. Multiple Restriction ID's are only required if there is a need to have users with different account restrictions within the same workflow. To create additional Restriction ID's, simply enter the name in the Restriction ID column and go to the Account Restrictions 161 tab to setup each restrictions.

When assigning requesters to the document type "Requisition/PO", the system will automatically add the same requesters in both the Accounts Payable and Encumbrance Modification document types.

Multiple items are selected by holding down the SHIFT key and clicking on them with the mouse or by holding down the SHIFT key and pressing an arrow key to extend the selection from the previously selected item to the current item. You can also select items by dragging with the mouse. Holding down the CTRL key and clicking an item will either select or deselect that item.

8.3.3 Approvers

Use this section to setup approval processes for each document type and workflow. Each approval level can have a user who will be responsible for approving documents when it reaches that step in the workflow process. This section is required because it defines how a document will be routed for approval.



1. Document Routing Type determines which module the routing rule will be assigned to. You are required to setup a routing process for each module you purchased. If the routing process is the same for other document types, then you may use the copy routing button to duplicate the routing process from one document type to another.

- ENC - Requisition/Encumbrance
- API - Account Payable
- ENL - Encumbrance Modification
- BD - Budget Document
- TSH - Timesheet

2. Level - Each approval level can have a user who will be responsible for approving documents when it reaches that step in the workflow process. The system has a total of four default levels but you can add a maximum of 90 additional levels if needed. Additional levels are required if our default set of levels are not adequate. To add additional levels, see the Approval Level Title 172 section.

Microix default levels with description:

- Level 0 - Requester level where all documents are initiated before they are submitted for approval.
- Level .5 - Preliminary Timesheet level where all timeclock entries are converted to a timesheet
- 10 - Accounting level (We recommend using this level as the final approval level before documents are transferred to Abila MIP FA.)
- 12 - Document Approved level triggers Microix to transfer the document to Abila MIP Fund Accounting Software

Level 0 is not an approval level; it represents all the requesters in the selected workflow. Each workflow must have a level 0 before creating the approval routing process.

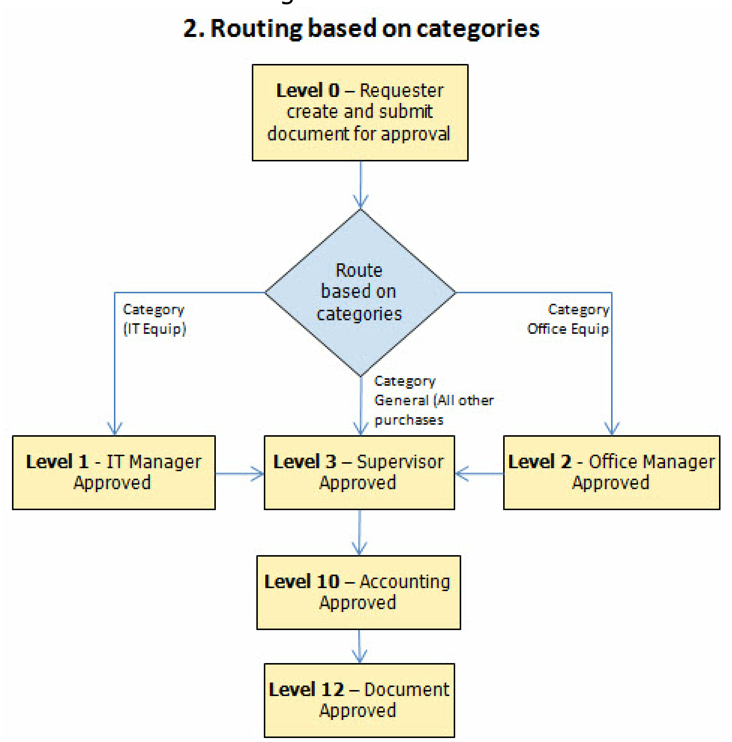
3. Approver - Click on the drop-down list and select the person who will be approving at the selected level. If the user is not listed, you can add them by clicking on the **Users** 143 icon in the Maintenance Ribbon Menu.

Level 0 does not require an approver's name. The system will default the word "Requester" in this column because it refers to all requesters in the workflow.

It is important not to use the same level ID and assign different approvers; each approver should have a unique level ID.

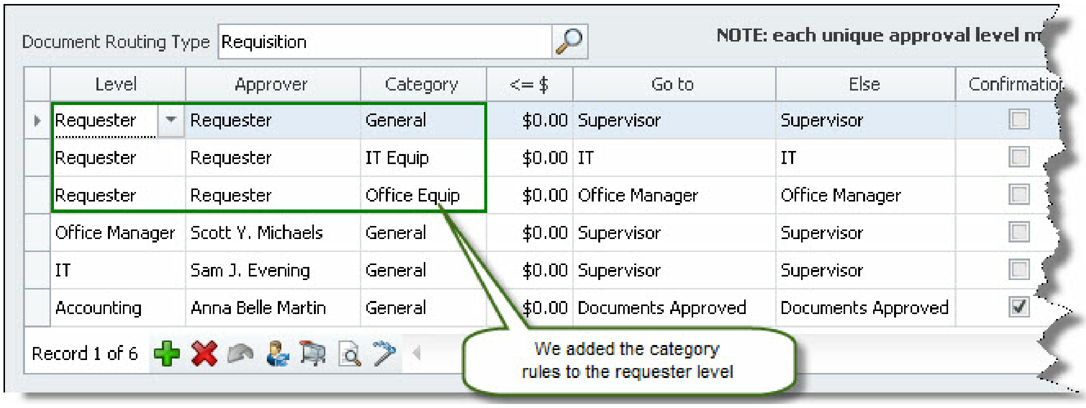
4. Category - enables you to implement special routing rules based on your Chart of Accounts.

Scenario 1 - Your approval process requires all computer equipment purchases to be approved by the IT Manager and all office equipment purchases to be approved by the Facilities Manager. All other purchases should go directly to the immediate supervisor and then on to accounting.



How to implement Scenario 1:

1) Create two categories (IT and Office Equipment) See approval categories 158.
2) Utilize the new categories in the approval routing process. An example of the setup is shown below:


Document Routing Type Requisition

NOTE: each unique approval level m

Level	Approver	Category	<= $	Go to	Else	Confirmatio
Requester	Requester	General	$0.00	Supervisor	Supervisor	☐
Requester	Requester	IT Equip	$0.00	IT	IT	☐
Requester	Requester	Office Equip	$0.00	Office Manager	Office Manager	☐
Office Manager	Scott Y. Michaels	General	$0.00	Supervisor	Supervisor	☐
IT	Sam J. Evening	General	$0.00	Supervisor	Supervisor	☐
Accounting	Anna Belle Martin	General	$0.00	Documents Approved	Documents Approved	☑

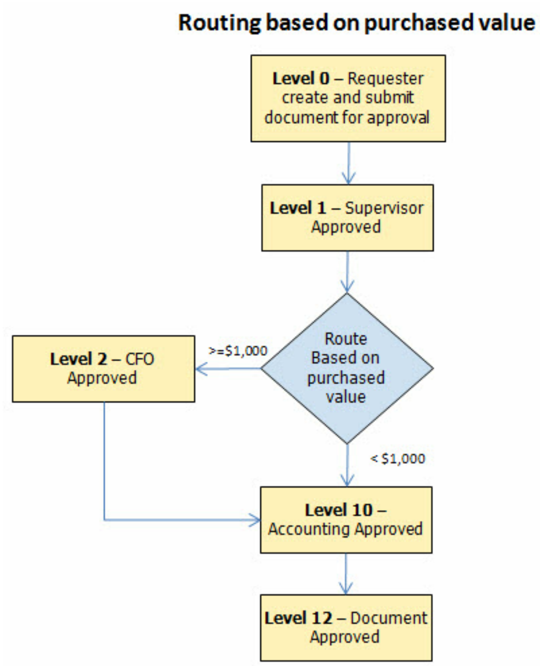
Record 1 of 6

All levels must include a General category before additional categories are added.

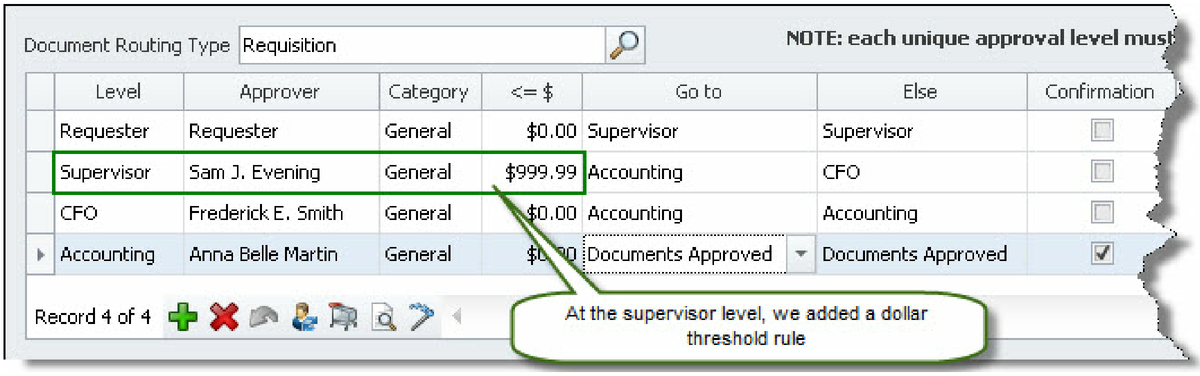
Category routing is a function that is only available to the Requisition Module.

5. Less Than Equal to (<=$) - enables you to implement special routing rules based on the total value of a document.

Scenario 2 - Your approval process requires all purchases to be approved by the CFO if the total document amount is greater than or equal to $1,000. All other purchases should go directly to the immediate supervisor and then on to accounting.



How to setup Scenario 2 in Microix:



6. Go to - this column functions in conjunction with the value in "<=$" (less than or equal to). If the value in the field "<=$," is true, then the application will route the document based on the **Go to** value.

7. Else - this column functions in conjunction with the value in "<=$". If the value in the field is false, then the application will route the document based on the **Else** value.

8. Confirmation - place a check in this column to have the system send an automatic email notification to the requester notifying them of the final approval status. Only one level should be checked. We suggest using level 10 as the confirmation level.

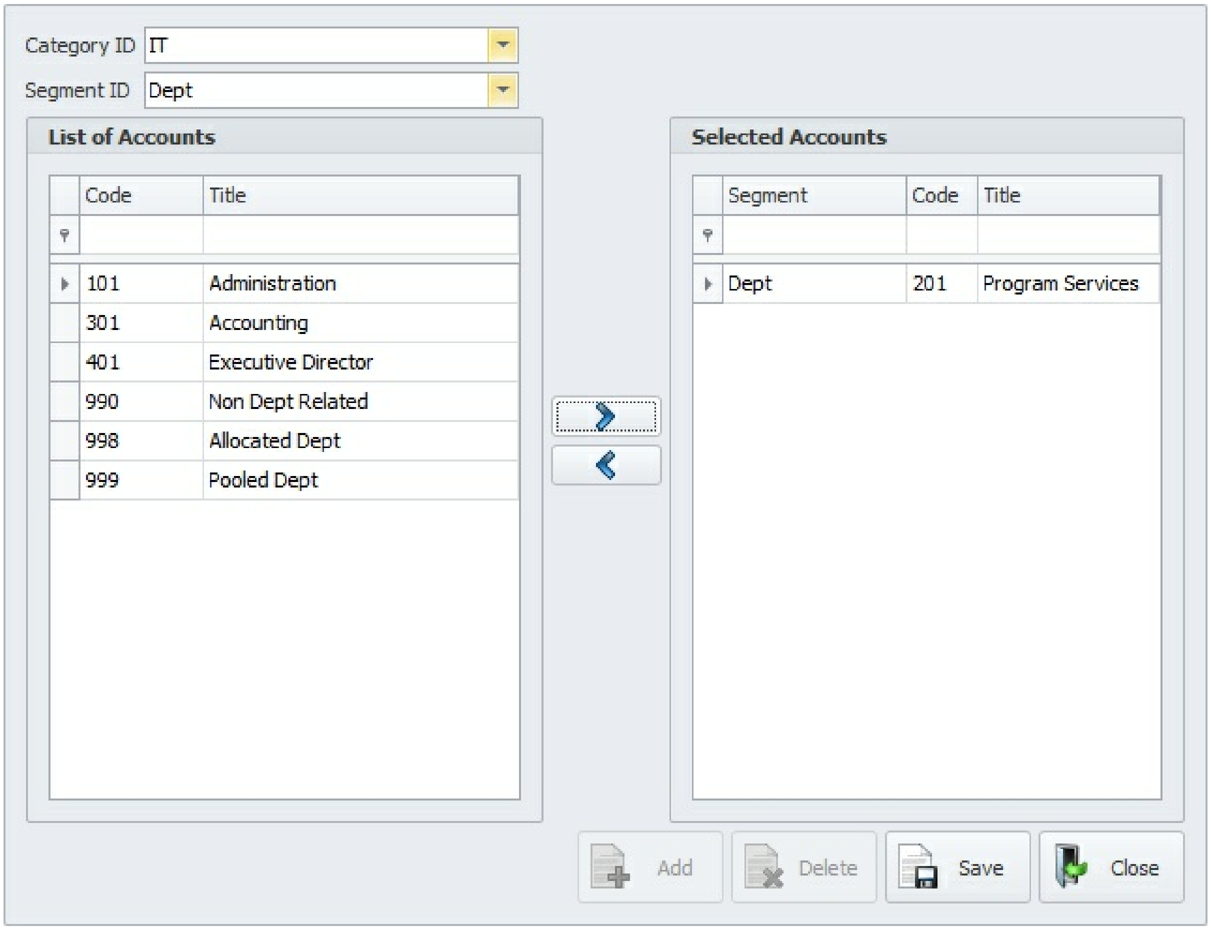
9. Message - the document number will be appended to the information in this field and used as the subject title of the email sent to the approver. *Example: The approver will receive a message in their electronic mailbox with a subject entitled "Please approve document number 02ENC-1001".* You may change the default text to your organization's preference.

Button	Description
	Add a new level in workflow
	Delete the selected level in Workflow
	Undo the last change
	Add or maintain categories. See Category Wizard [158] for more information.
	Copies routing from a specific workflow and document type
	See Query Approvers for more information.
	To open the Routing Wizard. Refer to Routing Wizard [160] for more details.

8.3.3.1 Category Wizard

Use the Category Wizard to create, edit or delete categories for the Requisition/PO approval process. Categories help identify the type of purchase and allow the system to automatically forward documents based on specific account codes. When creating a new document, the item expense codes will be matched with the ones used in the categories. If it matches, then it will route the document based on the category rules. If not, it will follow the general (default) routing process.

In order to implement categories, users are required to enter the account numbers for each item at the time of creating a new requisition/PO document.



Fields/ Buttons	Descriptions
Category ID	Click on the drop down list box to select an existing category. If you are adding a new category, use the ADD button.
Segment ID	Select the segment ID of the accounts to be used for identifying the category
List of Accounts	A list of accounts will be displayed based on the selected segment ID.
Selected Accounts	Select all the accounts that will be used to determine if a document is associated with the category. Use the right arrow button to move the accounts to the "Select Accounts" list box.
	Add a new Category

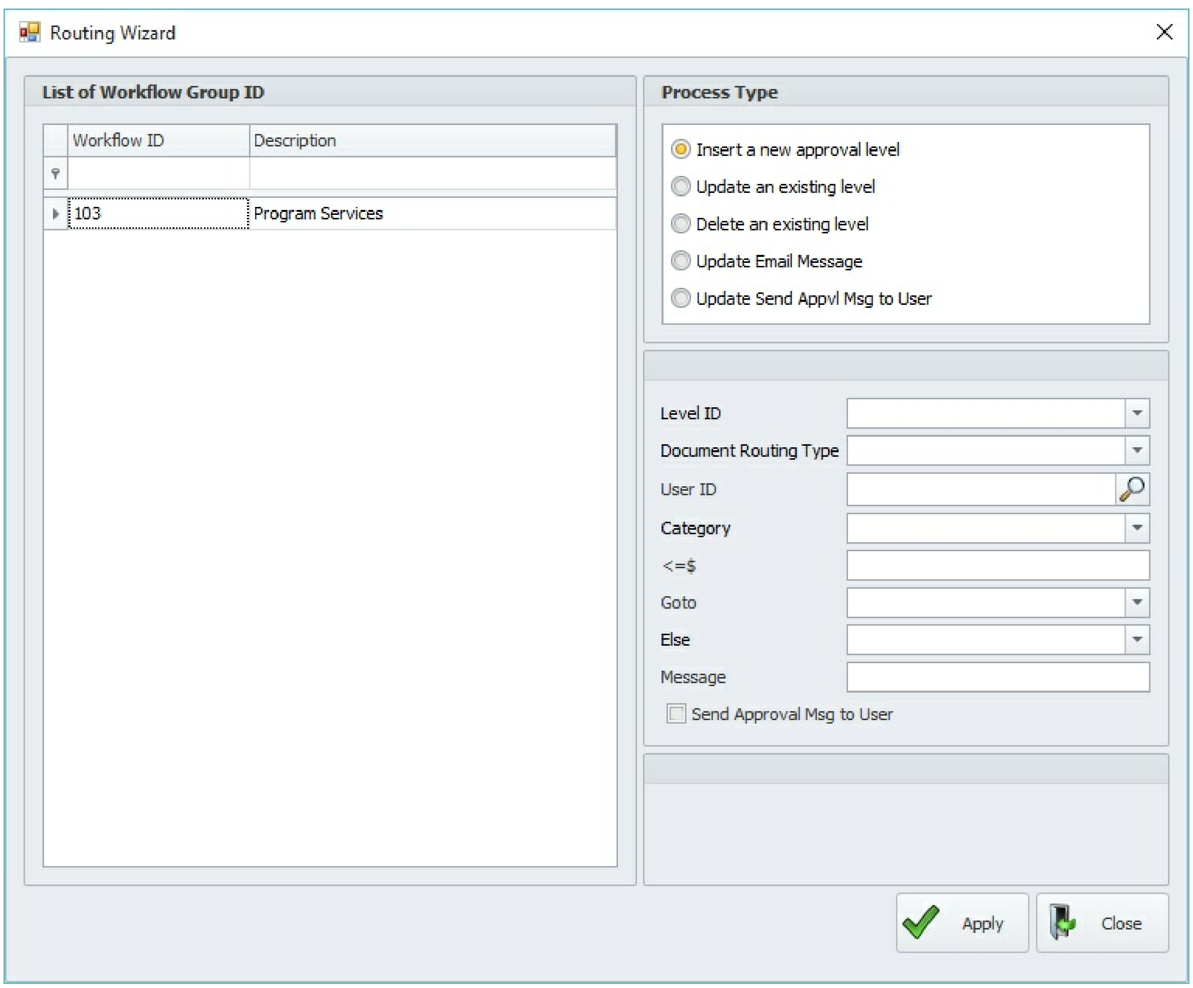
Avoid the use of symbols, such as | " / \ : * ? ; < > [ ] ' and # when

Fields/ Buttons	Descriptions
	creating a Category ID.
	Delete an existing Category
	Save any changes

Multiple items are selected by holding down the SHIFT key and clicking on them with the mouse or by holding down the SHIFT key and pressing an arrow key to extend the selection from the previously selected item to the current item. You can also select items by dragging with the mouse. Holding down the CTRL key and clicking an item will either select or deselect that item.

8.3.3.2 Routing Wizard

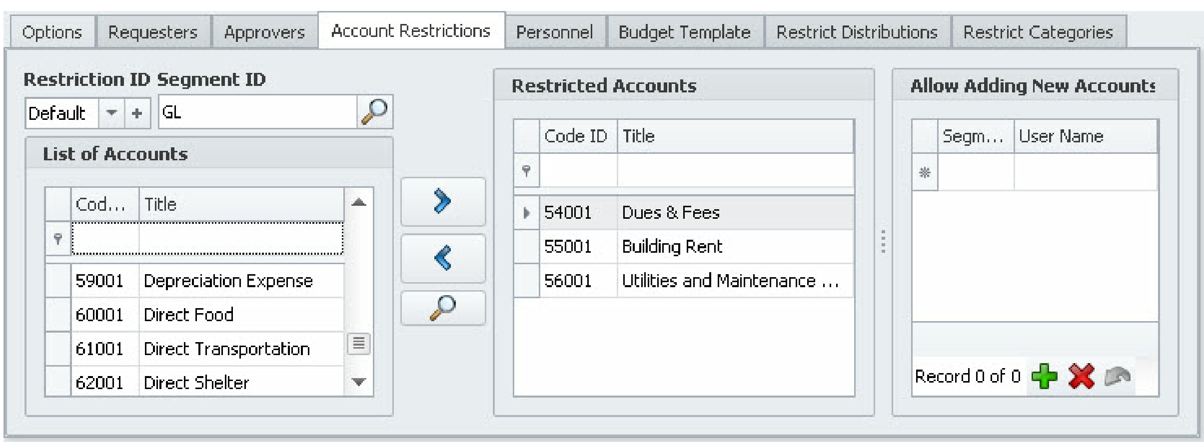
The purpose of the Routing Wizard is to manage the approval routing process for multiple workflows. The following window will open on the user's screen:



Fields/ Buttons	Description
Process Type	Select the type of process you would like to perform: • Insert a new approval level • Update an existing level • Delete an existing level • Update Email Message • Update Send Approval Message to User **Note:** This field can be enabled or disabled based on the type of process.
Level ID	Select the level ID you will be inserting,updating or deleting.
User ID	Click on the drop-down list and select the User related to the process type.
Category	Select the category you will be inserting, updating or deleting.
<=$	Depending on the process type, it will ask you to supply a less than or equal to dollar amount. This amount is used to apply rules to the routing process.
Go to	This field works in conjunction with the value in "<=$" (less than or equal to). If the value in the field "<=$," is true, than the application will route the document based on the **Go to** value.
Else	This works in conjunction with the value in "<=$". If the value in the field is false, then the application will route the document based on the Else value.
Message	Depending on the process type, you can specify a generic email subject that will ultimately append the document number when sending the approval message. The system will automatically enter a default value "Please approve document number - ".

8.3.4 Account Restrictions

Use this section to setup account restrictions for each workflow. This feature is optional but is very useful in helping to reduce coding errors in both the Requisition and Budget Modules. Restrictions can be unique for each workflow and based on one or more segments.



How to use:
Select the segment ID and a list of accounts will be displayed in the list box on the left.

Highlight each row of accounts and use the right arrow button to move them to the list box on the right. To remove, select one or more accounts from the list box on the right and use the left arrow button. The query accounts button can be used to filter, sort and print a hard copy of all restrictions within a workflow.

Restriction ID - allows multiple restrictions within the same workflow by assigning different accounts for each restriction ID. By default, the system includes the "Default" Restriction ID. However, additional restriction IDs can be created using the requester 153 tab. Use the add + button to copy/duplicate another restriction ID.

By default, each user will have access to all accounts if the restrictions are not utilized.

Multiple items are selected by holding down the SHIFT key and clicking on them with the mouse or by holding down the SHIFT key and pressing an arrow key to extend the selection from the previously selected item to the current item. You can also select items by dragging with the mouse. Holding down the CTRL key and clicking an item will either select or deselect that item.

8.3.5 Personnel

The Personnel tab is used solely by the Budget Module. If you are planning to budget salaries and benefits by employees, you can use this section to assign the employees to their respective workflow.

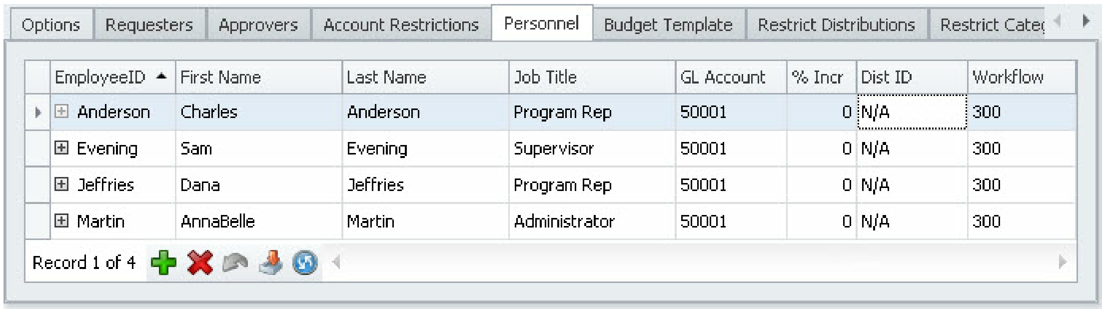
There are three methods to gathering the salary information:

1. Manually entering each employee's information in the grid
2. Import from Abila MIP FA payroll module
3. Import from Microsoft Excel

Setup Notes:
Scenario 1 - HR Manager is responsible for budgeting the salaries and benefits. With this scenario, all employees will be entered/imported into the HR Manager's workflow.

Scenario 2 - Each Supervisor/Manager is responsible for budgeting the salaries and benefits for each employee within their department/workflow. With this scenario, you will be entering/importing employees to their respective workflows.

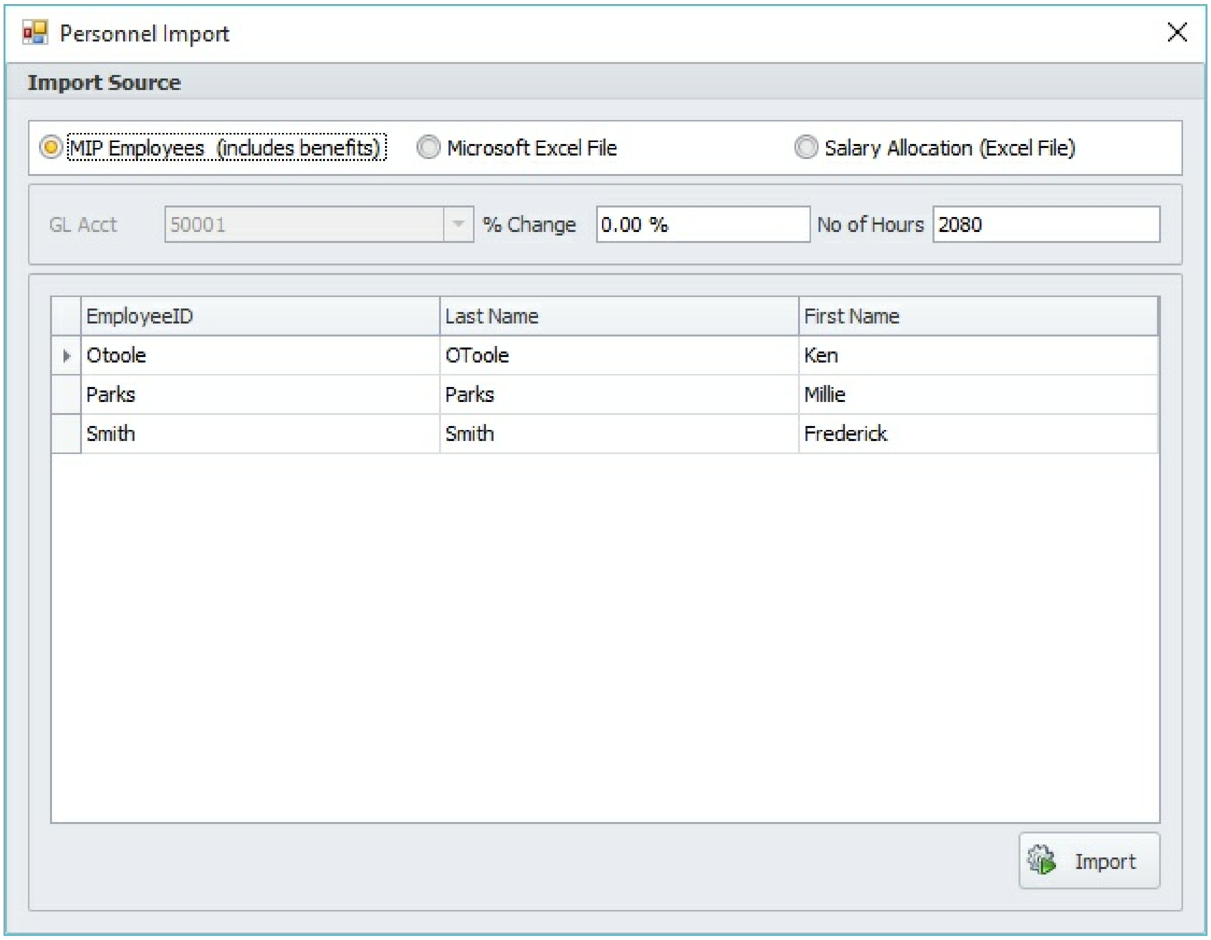
Employees cannot be assigned to multiple workflows.



Column Name/ Button	Description
Employee ID	Enter an employee ID *If you are planning to budget for an open position in the upcoming budget cycle, use the first and last name to specify the position name.*
First & Last Name	Enter the first and last name of the designated employee
Job Title	Enter a job title for the designated employee (optional)
GL Account	Enter the salary expense account number
% Incr	If the employee will receive a raise within the budgeting period, then enter the percentage
Dist ID	Select a distribution code from the drop-down list (The source of the list is the Abila MIP Fund Accounting system).
	Add a new employee/salary position
	Delete an employee
	Import data from Microsoft Excel 216 or Abila MIP FA Payroll Module 163

8.3.5.1 Import From MIP

Use this form to import employee data from Abila MIP FA payroll module to the Organization Workflow>Personnel tab.



How to use:

1. Select an Import Source related to Abila MIP FA Employees
2. Select the Salary GL Account Number
3. Enter a % Change for across the board salary increases (optional)
4. Select the employees from the grid. Use the Ctrl/Shift key for multiple selection and click on the import button to complete the process

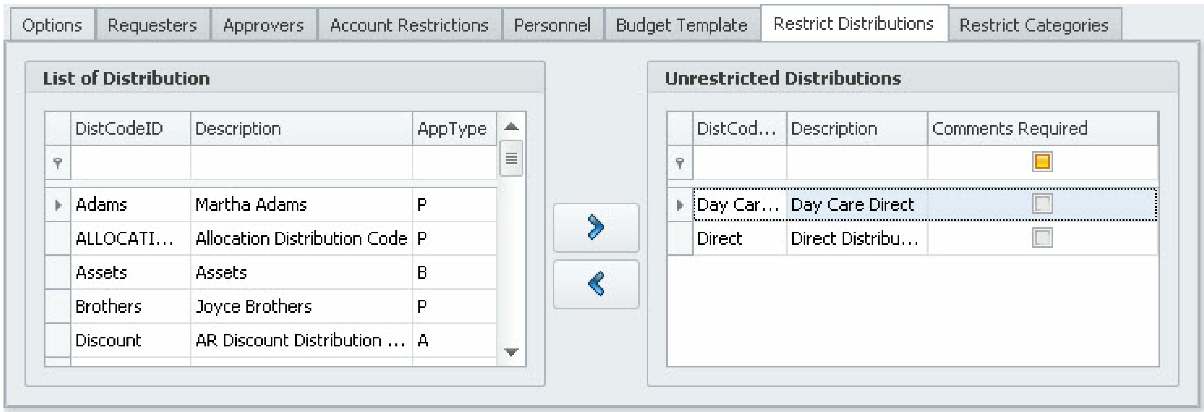
Multiple items are selected by holding down the SHIFT key and clicking on them with the mouse or by holding down the SHIFT key and pressing an arrow key to extend the selection from the previously selected item to the current item. You can also select items by dragging with the mouse. Holding down the CTRL key and clicking an item will either select or deselect that item.

8.3.6 Restrict Distributions

Distribution Codes allow you to specify, in advance, to which account segments you want to distribute transaction amounts. Distribution Codes help to reduce transaction entry time and increase accuracy for common entries. They are most useful when you have specific types of transactions that are split between different cost centers, funding sources, departments, etc.

- **Requisition/PO Module** - Users can split the cost of a product or service by using a

distribution code
- **Timesheet Module** - Users can associate their worked hours to a specific distribution code (Charge Code)
- **Budget Module -** Utilizes distribution codes to allocate a total budget amount to all funding sources



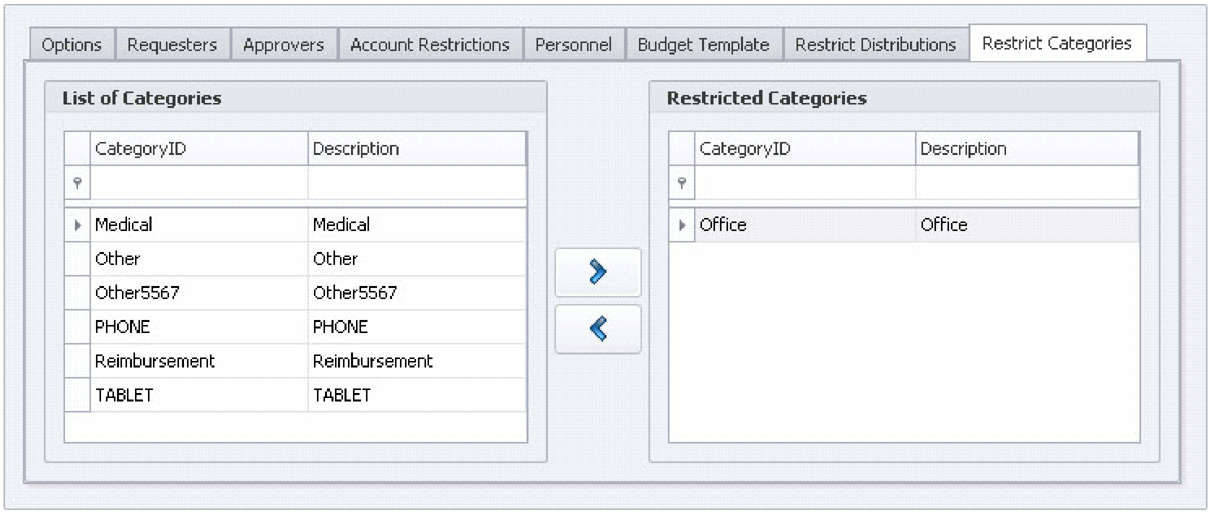
How to use:
Select one or more distribution codes from the list box on the left and click on the right arrow button to move them to the list box on the right. To remove, select one or more distribution codes from the list box on the right and use the left arrow button.

By default, all users in the workflow will have access to all distribution codes if no restrictions are selected.

Multiple items are selected by holding down the SHIFT key and clicking on them with the mouse or by holding down the SHIFT key and pressing an arrow key to extend the selection from the previously selected item to the current item. You can also select items by dragging with the mouse. Holding down the CTRL key and clicking an item will either select or deselect that item.

8.3.7 Restrict Categories

Items that will be requisitioned can be grouped into user-defined categories. You can restrict which workflows have access to which categories by using the Restrict Categories tab of the workflow maintenance screen.



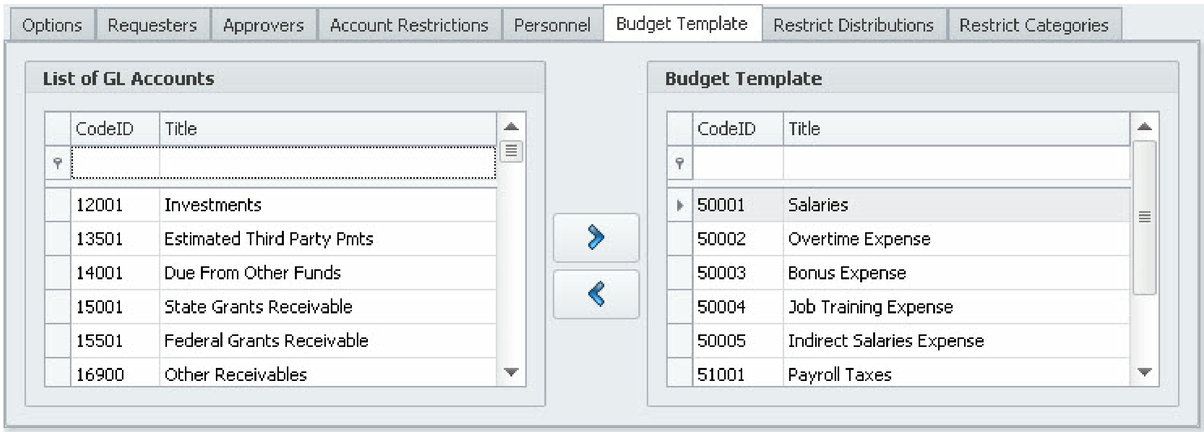
How to use:
Select one or more categories from the list box on the left and click on the right arrow button to move them to the list box on the right. To remove, select one or more categories from the list box on the right and use the left arrow button.

By default, all users in the workflow will have access to all categories if no restrictions are selected.

Multiple items are selected by holding down the SHIFT key and clicking on them with the mouse or by holding down the SHIFT key and pressing an arrow key to extend the selection from the previously selected item to the current item. You can also select items by dragging with the mouse. Holding down the CTRL key and clicking an item will either select or deselect that item.

8.3.8 Budget Template

The **Budget Template** tab is optional and used solely by the Budget Module. It is primarily used to populate budget worksheets with specific account numbers. Templates are most beneficial when historical data is not present in the Abila MIP Fund Accounting software.



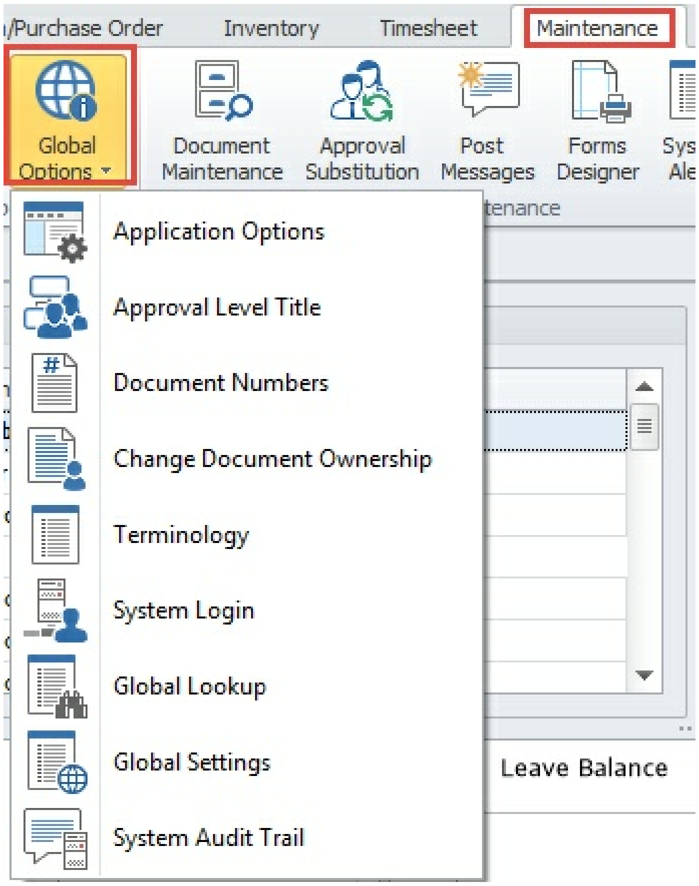
How to use:

Select one or more accounts from the list box on the left and click on the right arrow button to move them to the list box on the right. To remove, select one or more accounts from the list box on the right and use the left arrow button to remove the accounts from the budget template.

Multiple items are selected by holding down the SHIFT key and clicking on them with the mouse or by holding down the SHIFT key and pressing an arrow key to extend the selection from the previously selected item to the current item. You can also select items by dragging with the mouse. Holding down the CTRL key and clicking an item will either select or deselect that item.

8.4 Global Options

The Maintenance Global Options pull-down menu includes functions that are essential to the setup of the Workflow Modules application, as well as some back-end maintenance type features.



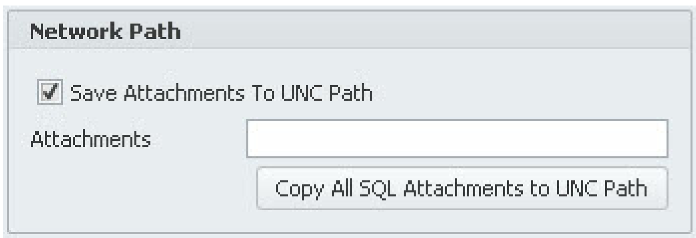
Menu Item	Description
Application Options 169	Set up system type information like the email server name and attachments directory
Approval Level Title 172	Set up the variable approval levels necessary for the workflow processes
Document Numbers 174	Assign number scheme for all document types
Change Document Ownership 176	Move multiple documents from one user's ownership to another
Terminology 177	Customize system data labels and codes
System Login 178	View users logged into the Workflow Modules and delete inactive sessions if needed
System Audit Trail 178	Review and print the system audit trail
Global	Indicate the codes to be used for the pick-lists throughout the application

Menu Item	Description
Lookup 179	

8.4.1 Application Options

Network Path

Attachments - Enter a network location for all attachments. By default, this path should be your \\SQLServerName\Microix Share\Attachment folder. All Microix users must have read/write access to the network path you specify. The network path is used by the application as a temporary folder to extract any SQL attachments for viewing purposes.



When relocating the Microix Share folder to another server other than the Abila MIP FA Server, make the necessary changes to the Network Path and redo the read/ write permission.

If you are utilizing the attachment feature, include the Microix Attachment database (MWFMAttachment) as part of your daily backup routine. It is not necessary to backup the Network Path specified above.

Change Admin Password

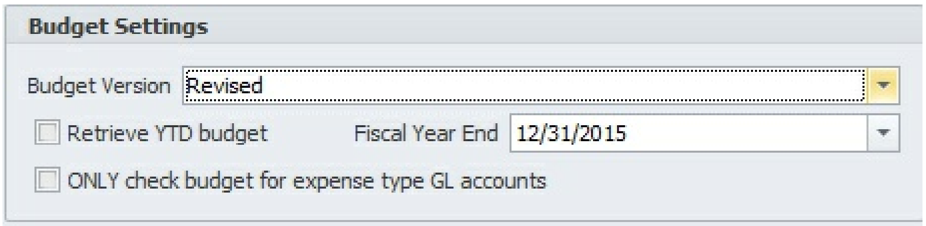
The Admin password should be secured and only specific members of your accounting staff should have permissions to use this password. The product is embedded with a default Admin account and password. The password is the same as Abila MIP Fund Accounting Admin password.

Enter a password in the **New Password** field and reenter the password in the **Confirm Password** field. Select the **Apply** button to save the password.

The new password should be a minimum of 6 characters and include both alpha and numeric characters.

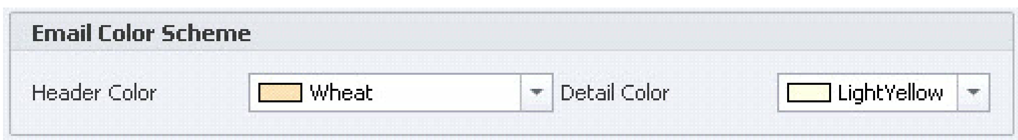
Budget Settings

Select the budget version Microix should use when retrieving budget data from Abila MIP Fund Accounting Software.

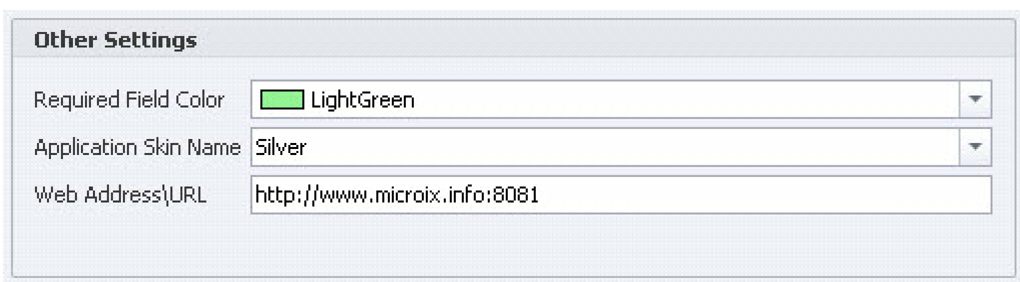


Email Color Scheme

Designate the color scheme to be used in the notification emails.



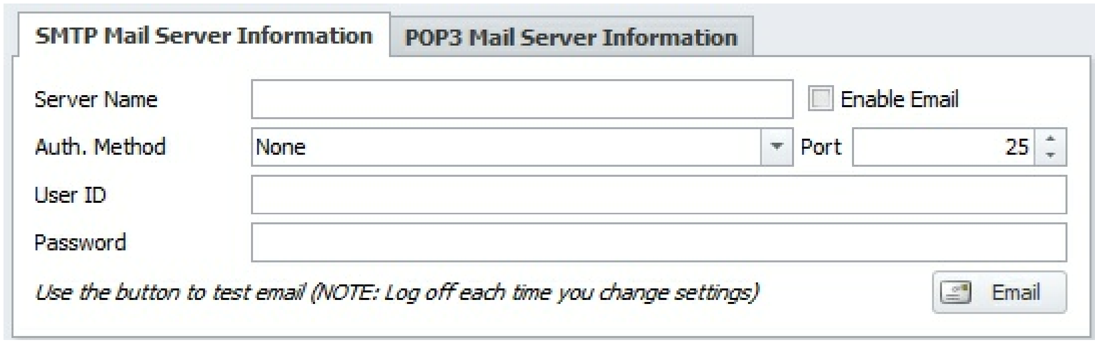
Other Settings



Items	Description
Required Field Color	This is the background color of the fields that are required entry on forms
Application Skin Name	Color scheme of the application interface
Web Address\URL	Web service address that hosting your Microix email approval

SMTP Mail Server Information

This application has a built-in email component to send email notifications through your local or remote SMTP mail server. Emails will only be sent if the **Enable Email Notification** is checked. Removing the check mark will disable the email function for the entire application. You should only disable the email notification if you do not have an SMTP mail server or it is temporarily unavailable.



Items	Description
Server Name	Enter the name of your local or remote SMTP mail server name.
Auth. Method	Select the authentication method for your mail server. • None - does not require a User ID or Password • SMTP - requires a User ID and password • SSL - requires a User ID and password
Port	25 is the default port for SMTP servers. Change this value if your SMTP mail server is sending mail through a different port number.
User ID	If the SMTP mail server is configured for authentication, enter a User ID in this field.
Password	If your mail server is configured for authentication, enter the password associated with the User ID.

If the SMTP mail server utilizes authentication to relay email, you can create a "POAdmin" email account and use this account for the User ID and Password.

Windows Active Directory Options

Allows users to utilize Windows Active Directory security for logging into the Workflow Modules instead of maintaining a separate set of passwords.

Warning: Before activating this feature, you must assign at least one user permission to all functions in the application because the Admin account will be disabled.

Use Windows ID at login - The standard method for logging into Microix is to use the pick list of users presented on the login screen. If this check-box is checked, the pick list will not be presented and users instead will login by typing in their Windows login.

Other Options

Notify the following user... - Select an administrator who will receive an email copy of any approval substitution.

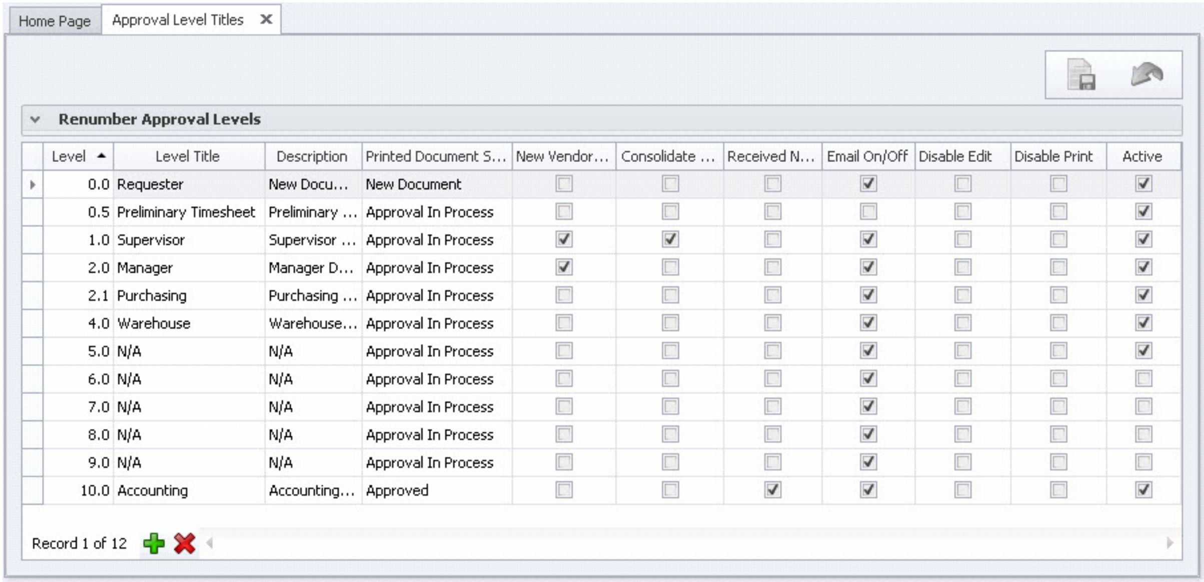
Refresh Segment/Org Info from Abila MIP - Use this button to synch Microix's general ledge segments and organization fields with Abila MIP's Fund Accounting database. You will only use this button when there has been a change to this information in Abila MIP.

If you are working with Grants that are on different fiscal periods, please refer to **Funding Fiscal Year** to assist you with setting up a unique fiscal year for each funding source.

8.4.2 Approval Level Title

The system accommodates a maximum of 90 approval levels to be shared between all Modules.

We recommend assigning the last approver to level 10. Additionally, we also recommend that someone from your accounting department should always be the last approver for any documents transferring to Abila MIP Fund Accounting.



Level	Level Title	Description	Printed Document S...	New Vendor...	Consolidate ...	Received N...	Email On/Off	Disable Edit	Disable Print	Active
0.0	Requester	New Docu...	New Document	☐	☐	☐	☑	☐	☐	☑
0.5	Preliminary Timesheet	Preliminary ...	Approval In Process	☐	☐	☐	☑	☐	☐	☑
1.0	Supervisor	Supervisor ...	Approval In Process	☑	☑	☐	☑	☐	☐	☑
2.0	Manager	Manager D...	Approval In Process	☑	☐	☐	☑	☐	☐	☑
2.1	Purchasing	Purchasing ...	Approval In Process	☐	☐	☐	☑	☐	☐	☑
4.0	Warehouse	Warehouse...	Approval In Process	☐	☐	☐	☑	☐	☐	☑
5.0	N/A	N/A	Approval In Process	☐	☐	☐	☑	☐	☐	☑
6.0	N/A	N/A	Approval In Process	☐	☐	☐	☑	☐	☐	☐
7.0	N/A	N/A	Approval In Process	☐	☐	☐	☑	☐	☐	☐
8.0	N/A	N/A	Approval In Process	☐	☐	☐	☑	☐	☐	☐
9.0	N/A	N/A	Approval In Process	☐	☐	☐	☑	☐	☐	☐
10.0	Accounting	Accounting...	Approved	☐	☐	☑	☑	☐	☐	☑

Columns/ Buttons	Description
Level	The data in this field is automatically generated and it represents the numeric value for each approval level. The system has 10 default approval levels. If you would like to create additional levels, simply select an existing level anywhere between 1 and 10 and click on the Add button. To delete an unused level, click on the delete button. Microix will not allow you to delete any default approval levels (0,1,2,3,4,5,6,7,8,9,10). To inactivate these levels, enter the value "N/A" in the **Level Title** column.
Level Title	Enter a name for each active approval level.
Description	Enter the description for each active approval level (optional). The system will automatically generate a value for this column but it can be modified if needed.
Printed Document Status	The value enter in this column will be printed on each Requisition form.
New Vendor Alert	Select a level where the system will automatically notify the approver when a new vendor was added to a document. This function only applies to the Requisition Module.
Consolidate Documents	If your organization allows multiple vendors for each requisition, you can set the level at which the consolidation of requisitions by vendor will occur. This feature is normally used in organizations that are based on a centralized purchasing system.

This function only applies to the Requisition Module.

Received Notification Used to indicate that a notification should be sent to this level once the warehouse has fully picked or received all of the items on the document.

This function only applies to the Inventory Module.

Email On/ Off Check or uncheck to indicate whether this level should receive email notifications or not.

Disable Edit Check to restrict users at this level from editing documents.

Disable Print Check to restrict users at this level from printing documents.

Active Indicates whether this level is active or not.

Add a new Approval Level.

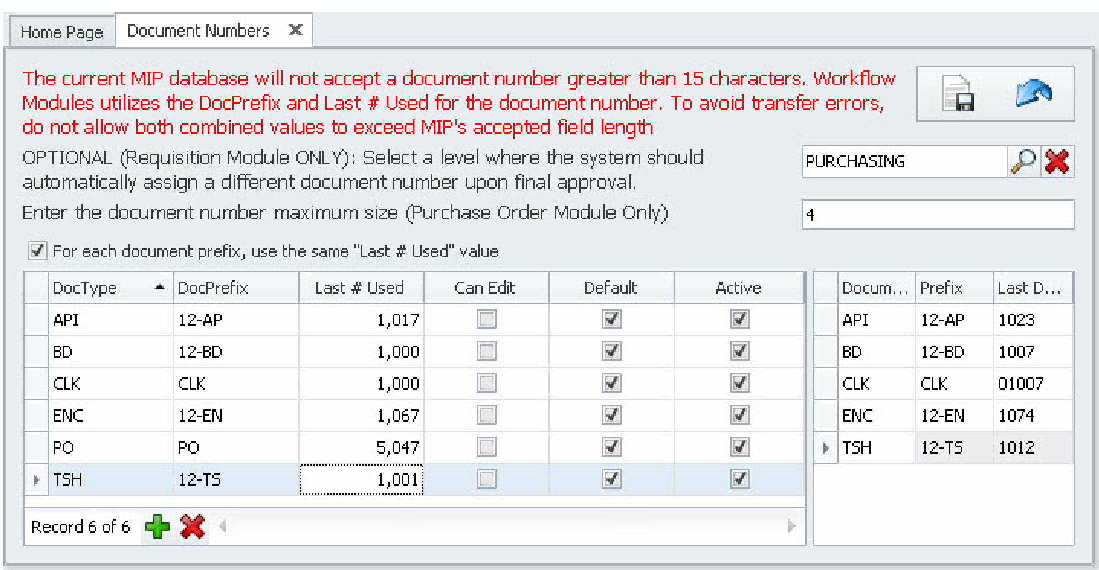
Delete a new Approval Level.

Avoid the use of symbols, such as | " / \ : * ? ; < > [ ] ' and # when creating an approval level title.

8.4.3 Document Numbers

This form is used to assign the numbering scheme for all documents in Microix Workflow Modules.

Caution should be taken when creating your numbering schema as this value will be restricted based on the maximum field length Abila MIP FA will accept for their document number.



Column Name	Description
Doc Type	ADJ - Inventory Adjustment API - Account Payable BD - Budget Worksheet CLK - Badge Number for Timeclock ENC - Encumbrance/Purchase Order ENL - Encumbrance Modification INV - Inventory Count Sheet PO - Purchase Order (Optional) SO - Sales Order TSH - Timesheet
Doc Prefix	A Document prefix is placed at the beginning of the last number used and together, makes the complete document number. Each type of document in Microix is required to have a unique number that will eventually be transferred to Abila MIP FA. Examples of a Document Prefix: • BD-1000 • 12-BD-1000 • The example above demonstrates a prefix that includes the document type (BD -Budget). However, the "12-BD" prefix went a bit further to include the fiscal year as part of the document prefix. Incorporating the fiscal year into your document number is acceptable but it does require maintenance at the end of each fiscal year.
Last # Used	Enter a numeric value in this field. Microix will generate document numbers based on the value in this field. Remember to consider the maximum document field length Abila MIP FA will accept.
Can Edit	This option will allow an end-user to manually enter a predefined number. If the end-user do not enter a number, the system will automatically assign the last number used to the document.
Default	If two or more "Doc Type" exist, we recommend selecting one as a default. This value is required if the option "For each document type, use the same **Last # Used** value" is checked.
Active	Check this column to activate the document number settings.

1. Select a level where the system will assign a different document number - Use this option if your organization would like to use a different document number after final approval. Document Type "**PO**" should be added and configured before utilizing this feature.

2. Enter the document number maximum size (Requisition Module ONLY) - The value in this field will cause Microix to include leading zeros when assigning a document number.

Examples:
(With leading zeros)
Document Number Maximum Size - 5 digits
Doc Prefix - 12-ENC
Last # Used - 10
Results - 12-ENC-00010 (Microix included leading zeros to the last # used)

(Without leading zeros)
Document Number Maximum Size - 0
Doc Prefix - 12-ENC
Last # Used - 10
Results - 12-ENC-10 (Microix did not include any leading zeros)

3. For each document prefix, use the same "Last # Used" value - If checked, the system will use the same "Last # Used" value for all similar document types.

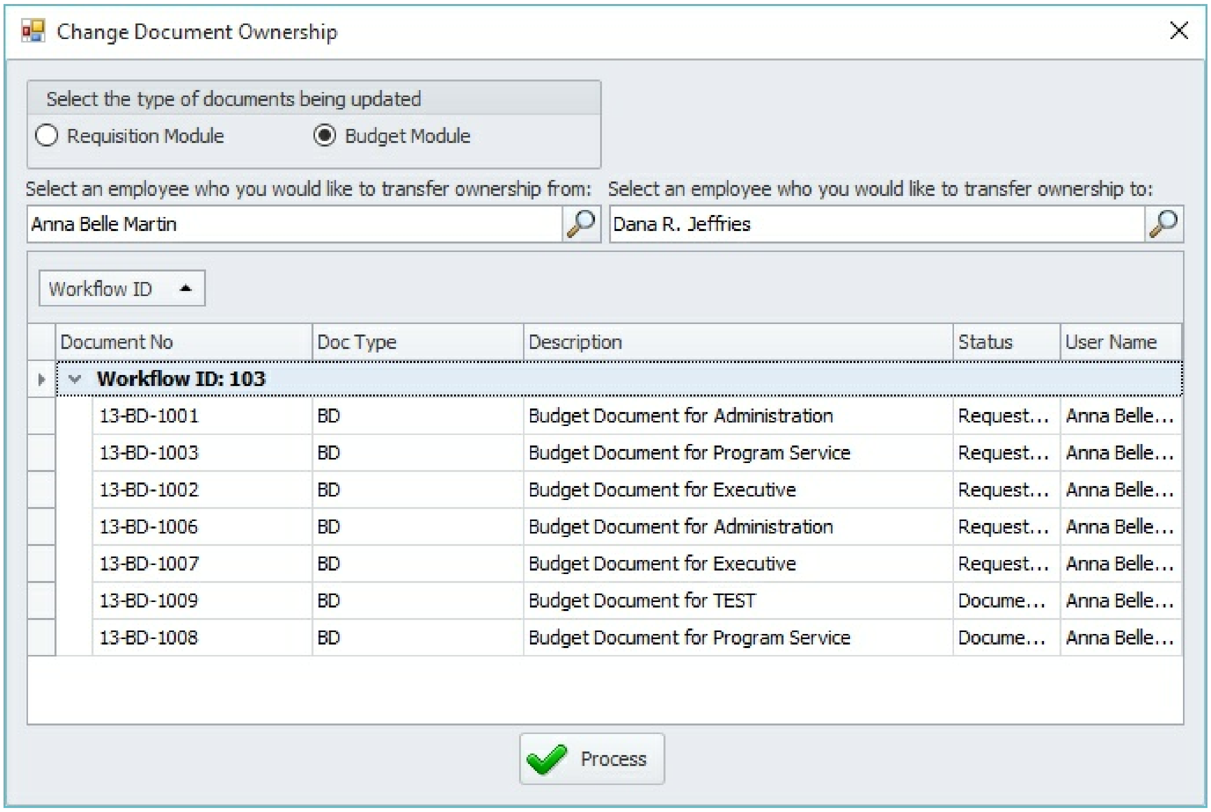
Example: (Option Checked)

DocType	DocPrefix	Last # Used	Can Edit	Default	Active
ENC	12-EN	1,000	☐	☑	☑
BD	12-BD	1,000	☐	☑	☑

If an end-user creates the first document using prefix 12-EN, Microix will assign 12-EN-1001 as the document number. Additionally, if the end-used creates a second document using the prefix 12-EN, Microix will assign 12-EN-1002 as the document number. If the option was not checked, Microix will assign 12-EN-1 as the document number.

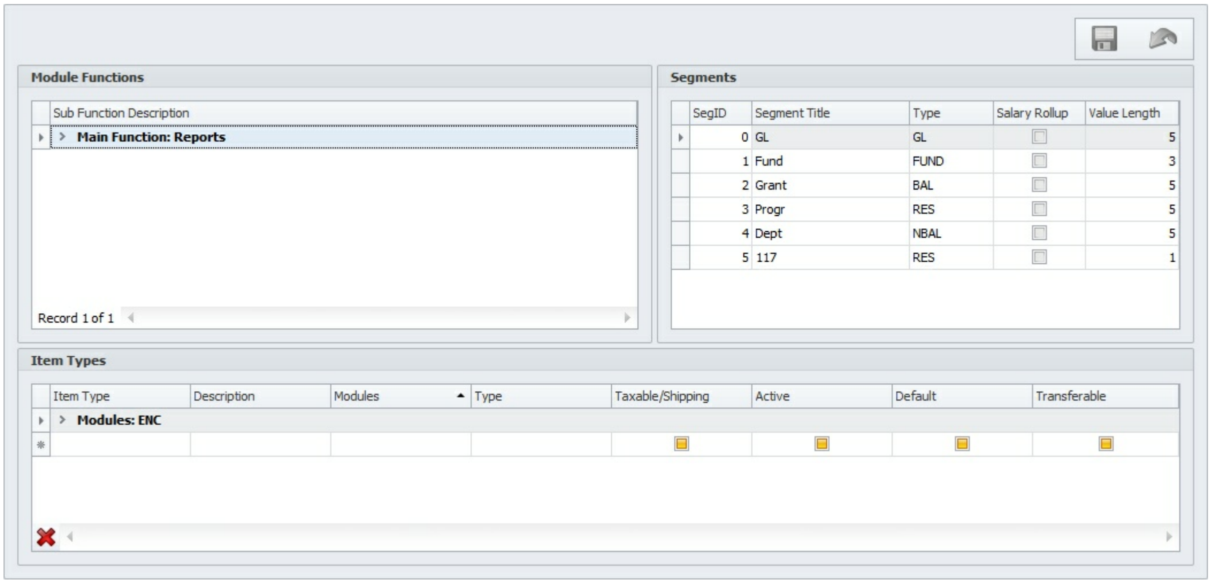
8.4.4 Change Document Ownership

This feature is used when an employee leaving the company, owns documents that must be transferred to other users so that the documents can continue to be managed once the employee is gone. You select the module type and the user to transfer from first. The document list will be refreshed with the documents owned by the user and module selected. Highlight which documents to update and the employee you will be transferring ownership to and then click the Process button.



8.4.5 Terminology

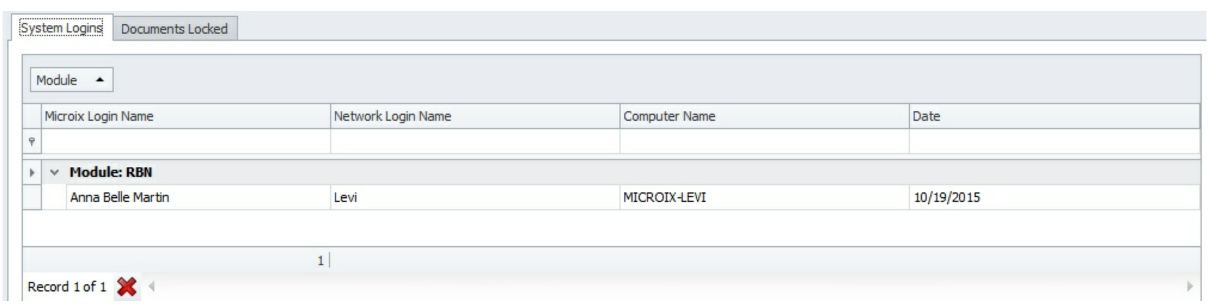
There is certain data that must be stored in the Microix Workflow Modules database for the application to function properly. An example of this is the general ledger segments. However you may want to customize the segment information so that it appears on forms and reports with different labels or captions. The Terminology screen will allow you do to this. You can change the segment identifiers, as well as the item types used by the PO/ Requisition Module.



8.4.6 System Logins

The **System Login** form displays all users who are currently logged into the application. It identifies the user's name, network name, computer name, and date the user logged in. If an end-user terminates the application without properly logging off, he/she will remain in the system and continue to occupy a user license. If this occurs, locate the user name in the table and click on the delete button to remove them. The license will be released immediately for others to use.

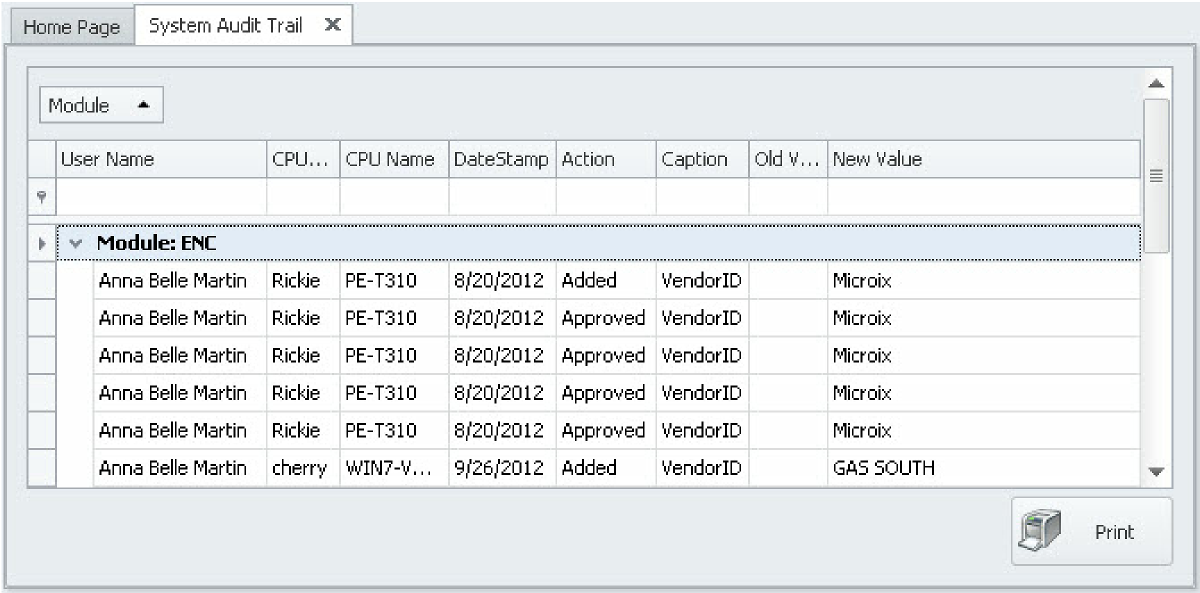
To filter, sort and group the data see Sorting/Grouping/Filtering Data Grids 213



8.4.7 System Audit Trail

Use the **System Audit Trail** form to view and print a log of some administrative functions performed in the system such as the addition, modification, or deletion of workflows and time clock data.

To filter, sort and group the data see Sorting/Grouping/Filtering Data Grids 213

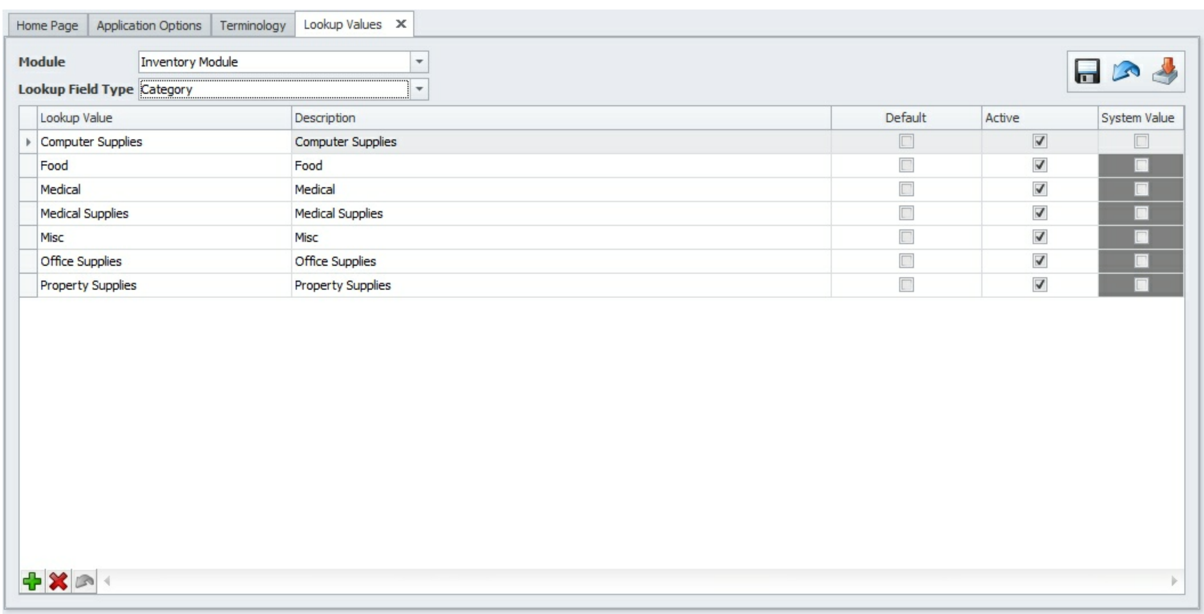


8.4.8 Global Lookup

The **Global Lookup** is a form that should not be accessed or changed without the advise of a Microix Support Representative. The majority of lookup values throughout the application are based on the values in this form.

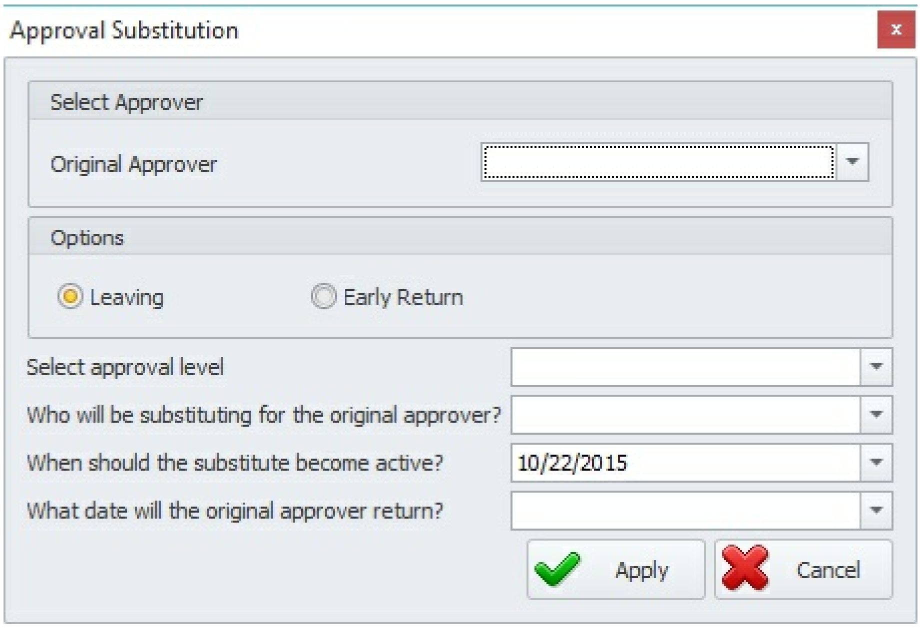
Please backup your Microix Database before making any changes.

To filter, sort and group the data see Sorting/Grouping/Filtering Data Grids 213



8.5 Approval Substitution

The **Approval Substitution** form is intended for substitutes to be identified for approvers before they take leave or extended time off. It will ensure that documents are still be being approved while they are on leave.

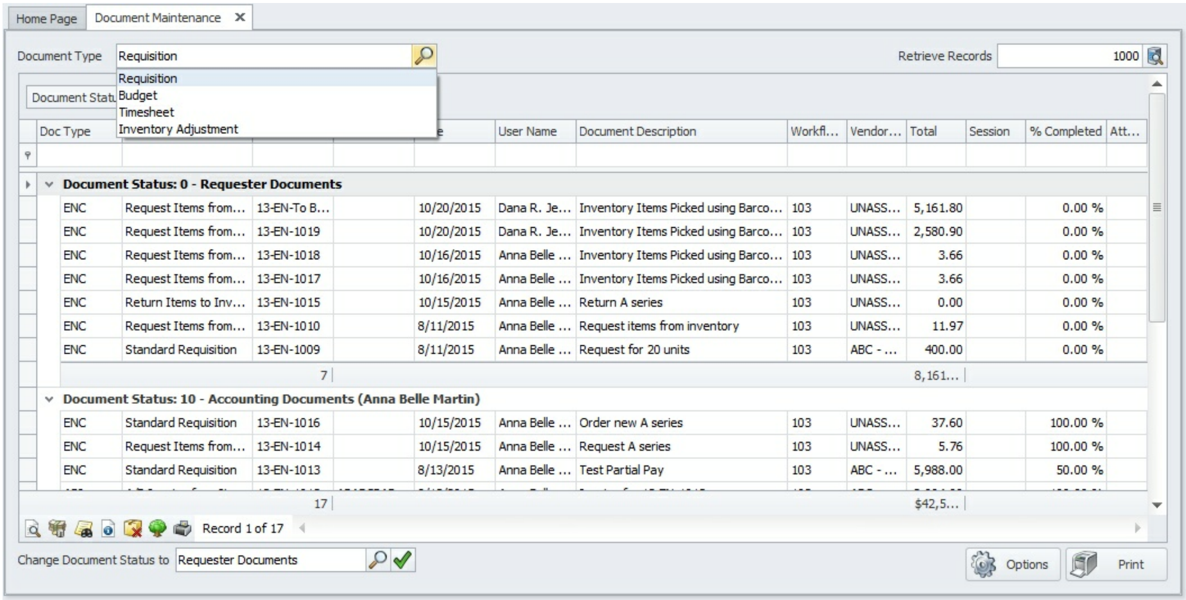


Fields	Description
Select Approver	Select the approver who will be absent.
Options	**Leaving -** Select this option when the Original Approver is taking a leave of absence. **Early Return -** Select this option if the system should return the Original Approver as the main approver.
Approval Level	Select the approval level. If the Original Approver is approving in more than one level, a substitute will have to be created for each level.
Substitute	Select the end-user who will be substituting.
Return Date	Enter the date the Original Approver will be returning. The system will automatically return them as the approver on that specified date.

8.6 Document Maintenance

The **Document Maintenance** form provides administrators access to all the documents in the system. If a document is lost or incorrectly routed to the wrong approver, you can manually change the status to the correct approver.

Use caution when granting permissions to this form. We recommend that administrators of the application or someone in your accounting department should only be granted access to this form.



Options/ Buttons	Description
Document Type	Allows you to filter the list of documents based on the following types: 1. Requisition (ENC) 2. Accounts Payable (API) 3. Encumbrance Modification (ENL) 4. Budget (BD) 5. Timesheet (TSH)
Change Document Status to	Use this option if you have good reason to manipulate the document status. This function is commonly used when the following scenarios occur: • The workflow was setup incorrectly and a document was routed to the wrong approver. Use this option to change the document status to the correct approval level. • You have transferred a document to Abila MIP FA but realized it was not correct. We recommend that you delete the un-posted document from Abila MIP FA. Next, use this option to reset the transferred document to the previous level. Make the necessary adjustments/corrections through the normal approval process and re-transfer to Abila MIP FA. **How to use:** Find the document in the list, select the new status by clicking on the magnify button and click on the check button to apply the changes. You will be prompted to enter a reason for your actions. Microix default levels: ➢ 0 - Requester Level (The person work initiated the document) ➢ .5 - Preliminary Timesheet (The person who created the preliminary timesheets) ➢ 10 - Accounting Level ➢ 12 - Document Approved ➢ 13 - Document Denied ➢ 14 - Document Transferred to Abila MIP FA

Options/ Buttons	Description
	➢ 15 - Document Void ➢ 16 - This level is obsolete ➢ 17 - This level is obsolete ➢ 18 - Transferred to Purchase Order (Requisition/PO Module Only) If the transferred document was already posted in Abila MIP FA, your only recourse is to reverse the entry, make the corrections and post. On the Microix side, you can change the status to the previous approval level, make the necessary changes and change the status back to "Transferred to Abila MIP FA. You will not be permitted to re-transfer to Abila MIP FA because the document already exists in Abila MIP FA. For the Timesheet Module, once payroll checks are printed, all recourses have to be made through a supplemental timesheet in Abila MIP FA. Microix timesheets cannot be transferred again but you can make the necessary changes so that Microix Timesheets match the payments made in the supplemental timesheet. Future versions will allow you to transfer Microix timesheets as supplemental timesheets into Abila MIP FA.
	View the document information in read only format.
	payments
	View the audit trail information for the selected document. Refer to the Audit Trail 213 section for additional information.
	Encumberance balances Reset receiving Approval tree
	
	See other options 182 section
	Print the list of documents that are display in the grid. Utilize the grid's sorting and filtering options to sort and retrieve specific information before printing.

To filter, sort and group the data see Sorting/Grouping/Filtering Data Grids 213

8.6.1 Other Options

The **Other Options** dialog box allows you to perform the following tasks:

1. **Delete practice data from transaction table** - Microix will scan all documents that contain the words "Practice Data" at the beginning of each document description and prompt you to permanently delete them all.

2. **Delete void documents** - Microix will permanently delete all documents with a void status.

3. **Delete un-posted Abila MIP documents** - this process will allow you to delete a Microix document that was transferred to Abila MIP FA but not yet posted.

4. **Purge documents from Microix database** - use this option when all users are

practicing in the software for the very first time and you would like to permanently delete all the documents from the database. The workflows and setup information will not be affected. *If the total number of documents exceed 100, this function will not be available.*

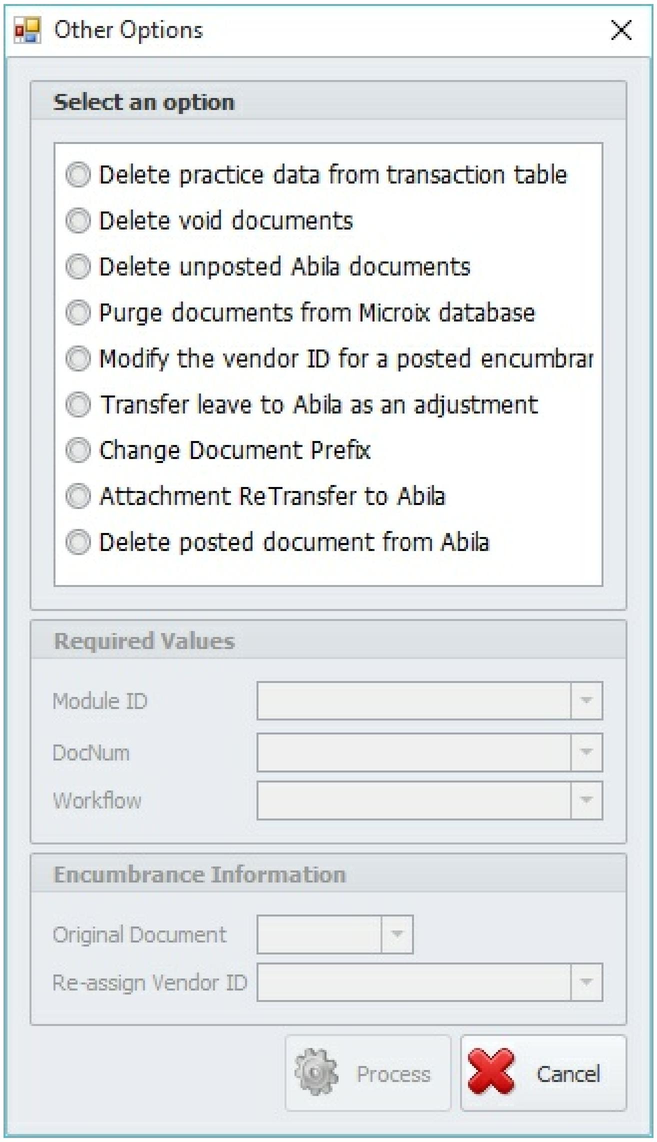
5. **Modify the vendor ID for a posted encumbrance** - when purchase orders are posted in Abila MIP FA with an incorrect vendor, use this option to re-assign the encumbrance to a different vendor. This function is only available if the document have not been partially or fully liquidated.

6. **Transfer leave to Abila MIP as an adjustment** - Generates a document to transfer leave to Abila MIP.

7. **Change document prefix** - Change the document prefix assigned to a document.

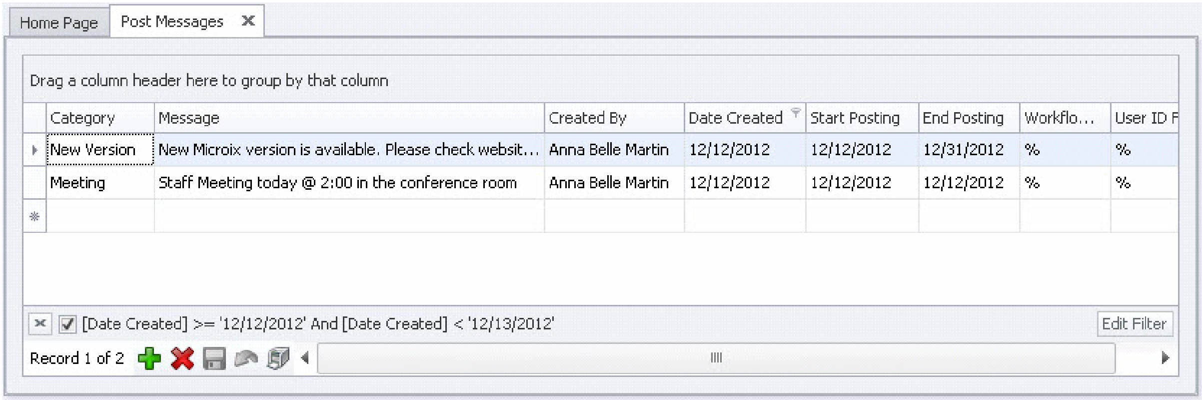
When performing any of the above tasks, it is important to backup your Microix database. To backup your database, navigate to Support>Backup Database.

WARNING! Any options that involve "Delete" or "Purge" will be permanently deleted from the database and cannot be restored unless you have a backup of the database prior to deleting.

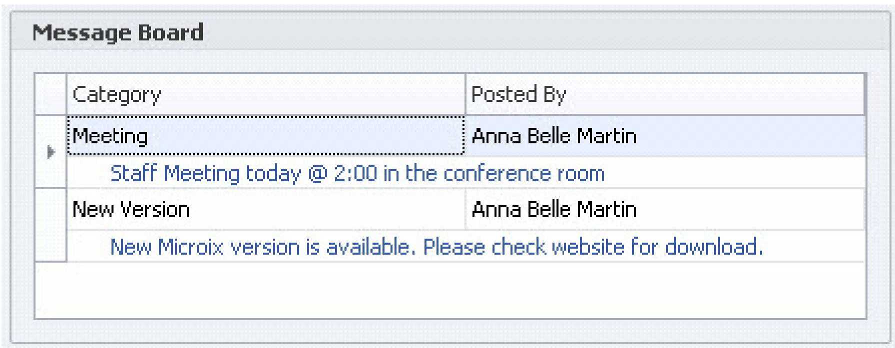


8.7 Post Messages

This function provides a method for users of the Workflow Modules application to notify other users of the application of significant events. Selecting Post Messages from the Maintenance ribbon menu will bring up the following form. Add a new message by clicking on the  button. You enter the message you want shown along with the date you want to start showing and end showing it. You can also give it a category and select just certain workflows or users to see the message.



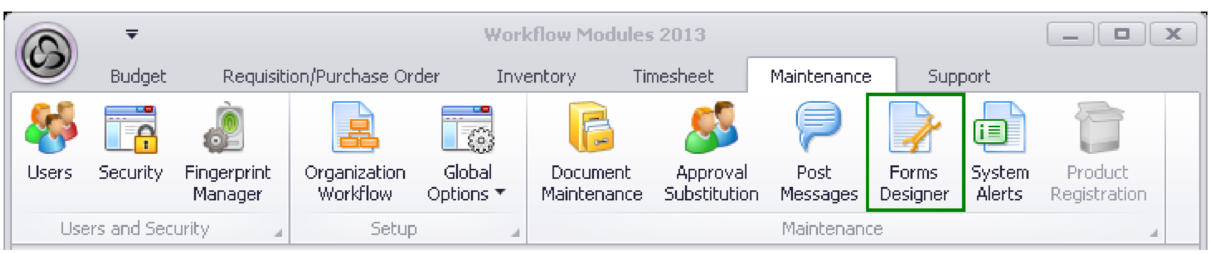
Once the message is saved it will show up on the Message Board section of the Home Page during the date range indicated.



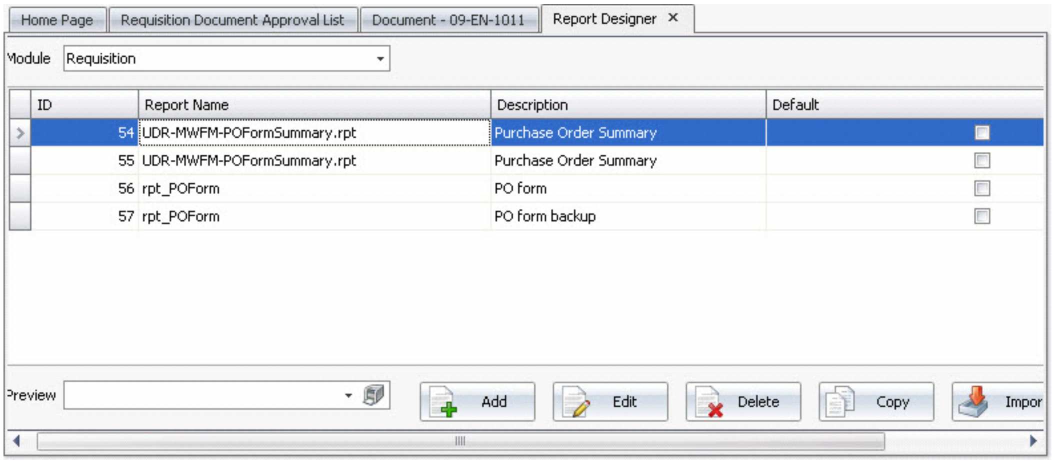
8.8 Custom Report Designer


Report Designer:
The Report Designer module allows the user to design custom report layouts. Data binding, Import and Export of reports is also available.

To design a report click on "Custom Report Designer" in the Maintenance tab.



A new tab displaying the existing reports in the system opens on the users screen. Select "Requisition" option from the drop down list for Module field. All the purchase requests in the system will be listed on the screen.

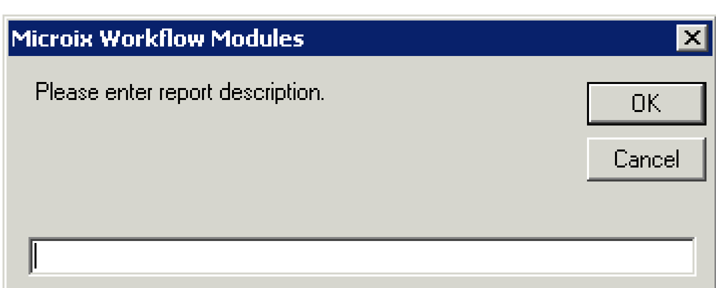


To set a report as the default report for your system check the default box against the report.
Note: The system can have only one default report per module.

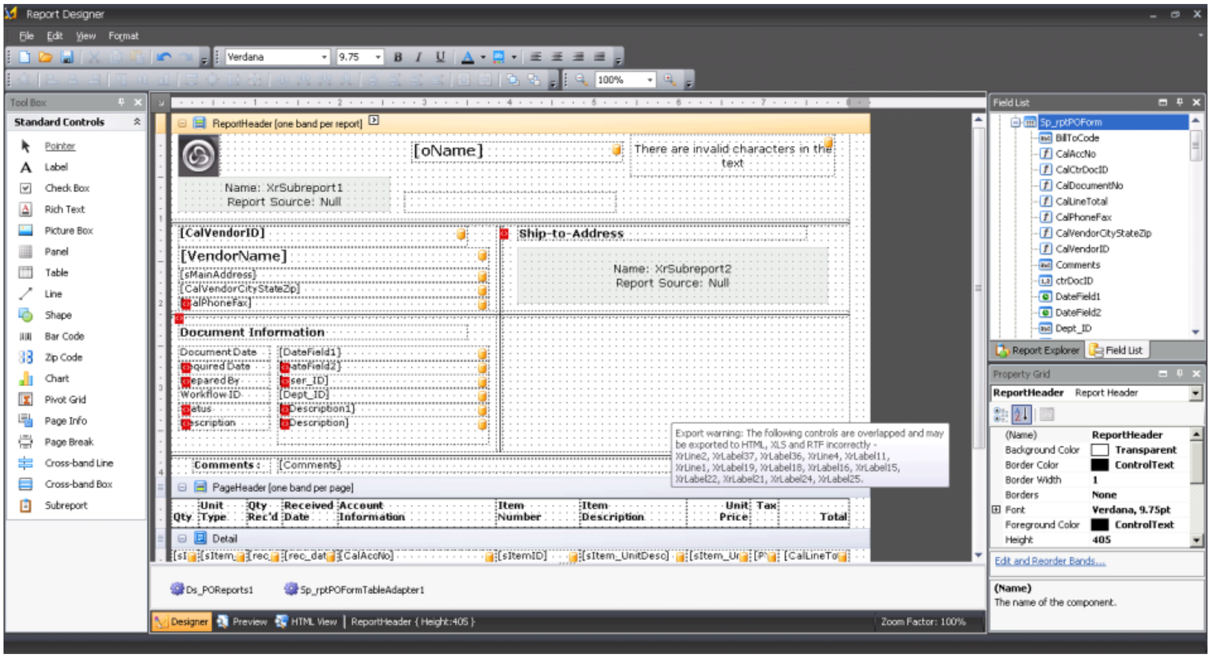
Field/ Button	Description
	To add a new report layout to the system. Refer to Create New Report Layout for more details.
	To edit a selected report.
	To delete a selected report.
	To copy a selected report.Refer to Copy a Report for more details. *We suggest making a copy of the report before making changes to it to avoid loss of default settings.*
	To import a report from another system. Refer to Import a Report for more details.
	To export a report to another system. Refer to Export a Report for more details.

Create New Report Layout:

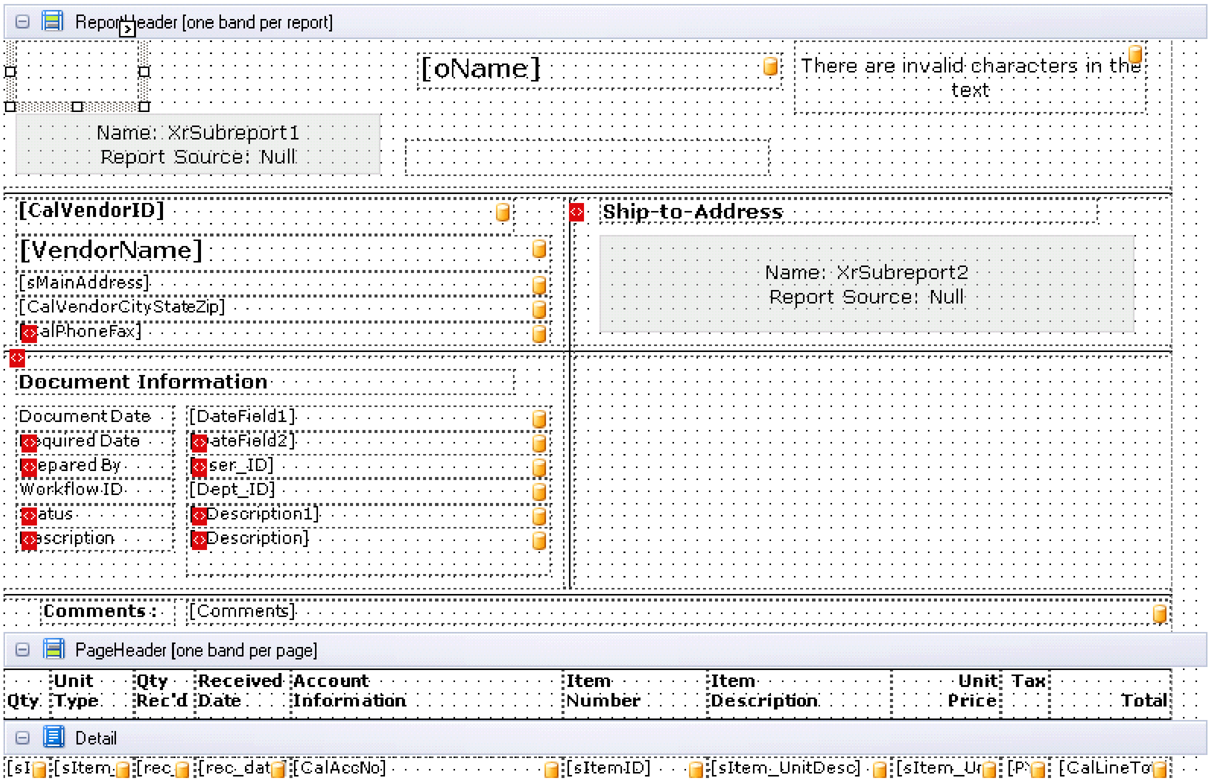
Click on the Add  button to create a new report layout. The following window will pop-up:



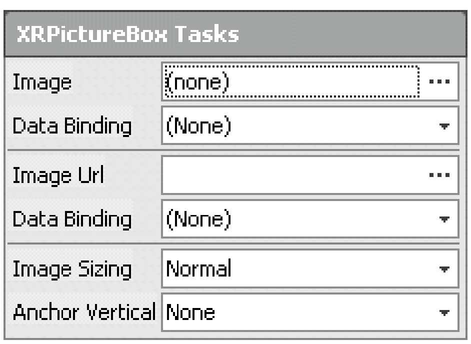
Enter a description of the report and click on "OK". Click on "Cancel" to return to the main page.
A window named Report Designer will open on the user's screen. This allows the user to edit the report layout. All the required tools and field functions can be accessed and edited according to requirement.



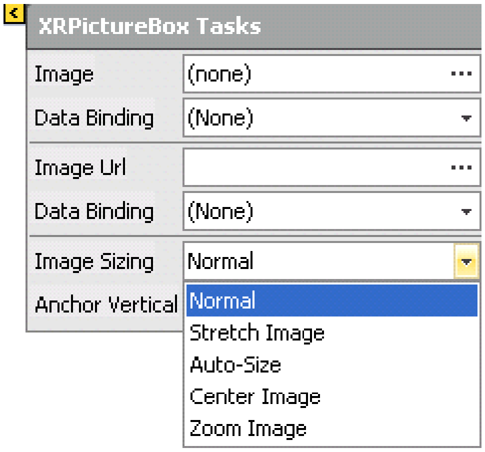
To add company logo to the report:
Click on "Picture Box" in the "Tool Box" to add your company logo to the report layout.
Mark the area where the logo should appear in the report layout.



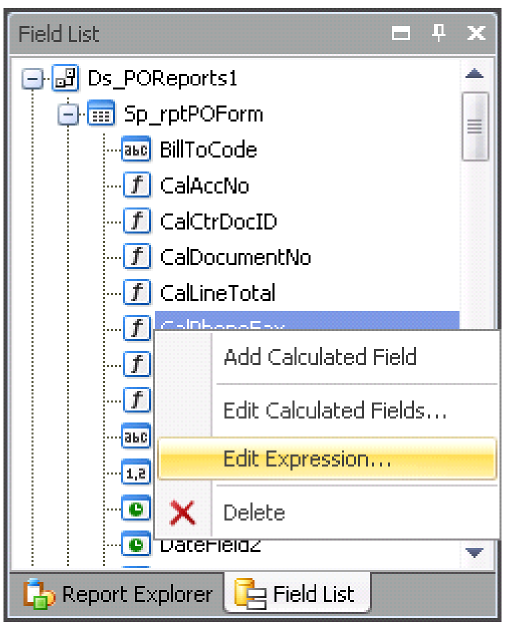
Select the picture box so that its smart tag will appear.
Click on the smart tag to open the following dialog box:



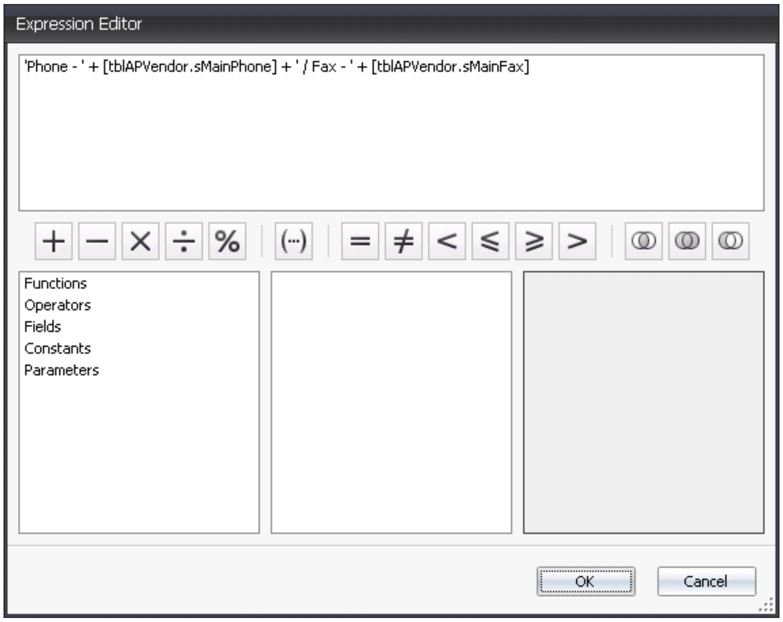
Provide the image address in the "Image" field.
User can also resize the logo using the options available in the "Image Sizing" drop down list.



Add a User Defined Field (UDF):
This function allows a user to add new fields to the report layout.
Select the "Field List" tab. This tab lists all the fields that are included in the database.
User can add the custom fields or select a user defined field.
To add any field to the layout drag the required field and drop it at the place in the report where the field should appear.
All the fields marked with *f* are called calculated fields. These fields use an expression to calculate the data displayed in their value field.
To edit the expression right click on the calculated field and select edit expression.

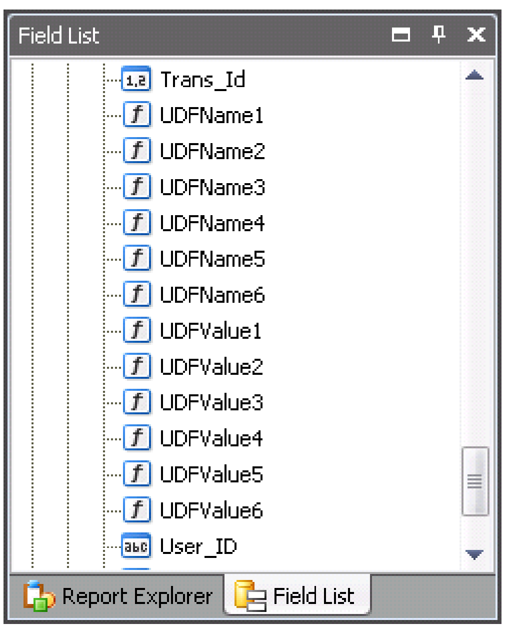


The Expression Editor dialog box appears.

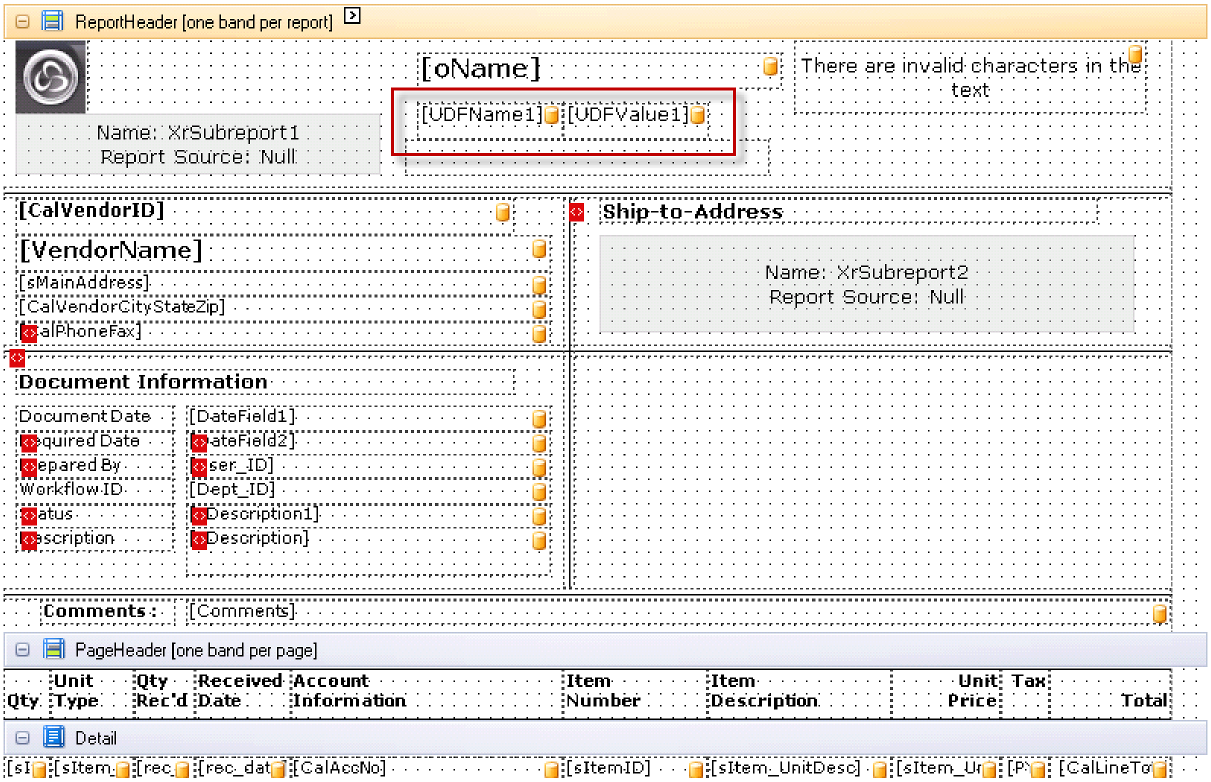


User can edit the expression and click on "OK" to save the changes.
Click on "Cancel" to exit the Expression Editor.
Note: It is advisable that user with prior programming experience edit the expression in these fields.

The field list also includes user definable fields.

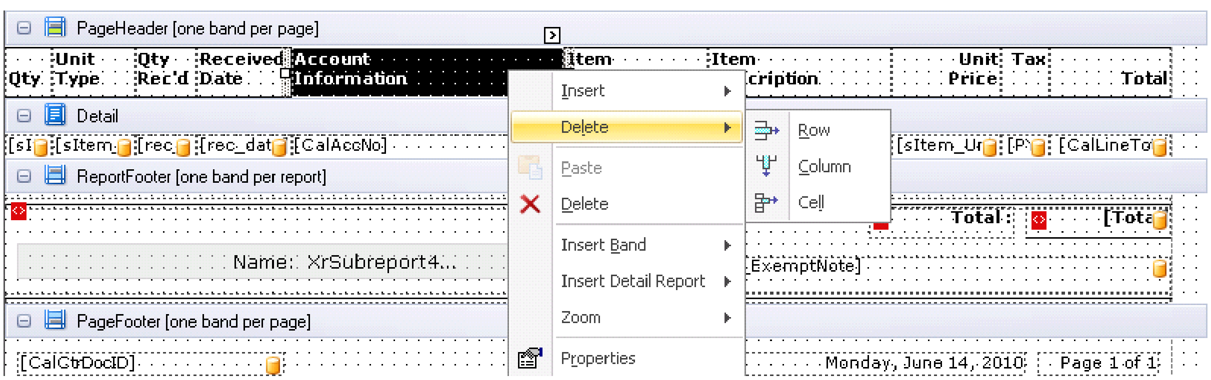


Select the required field and drag and drop it in the appropriate layout space. UDFName and UDFValue appear in pairs and should be used accordingly.



Double click on the block to edit the text.

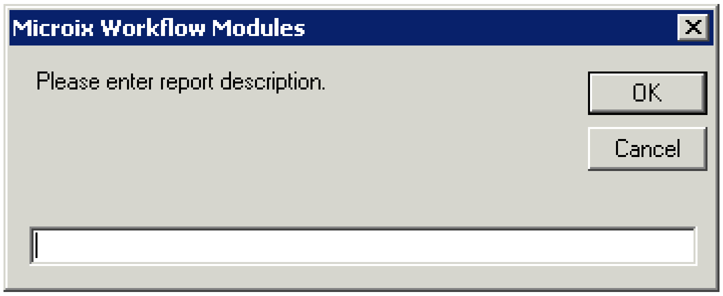
Delete a field:
Click on the field to be deleted and press delete.
A field can also be deleted by right clicking on the field and selecting delete option.



Resize a field:
Select the field to resize. Drag the boundary of the field to the correct size.

Copy a Report:

Select the report to be copied and click on the Copy  button. The following dialog box will appear:

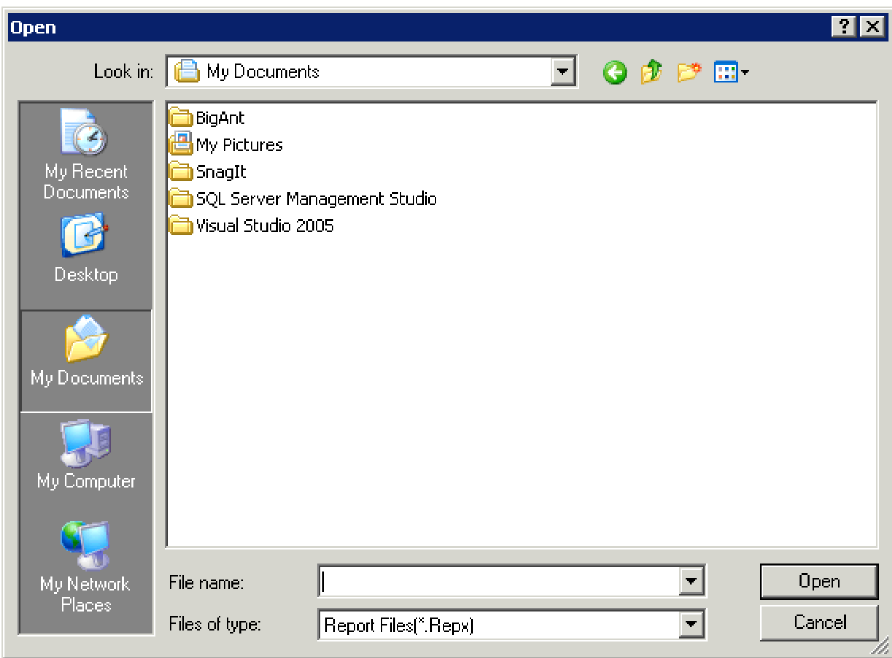


Enter a description for the report layout.
Click on "OK" to create a copy or "Cancel" to return to the Report Designer page.

User can select the copied report and click on the Edit button to make changes to the report layout.

Import a Report:
This function allows user to import reports from another system.

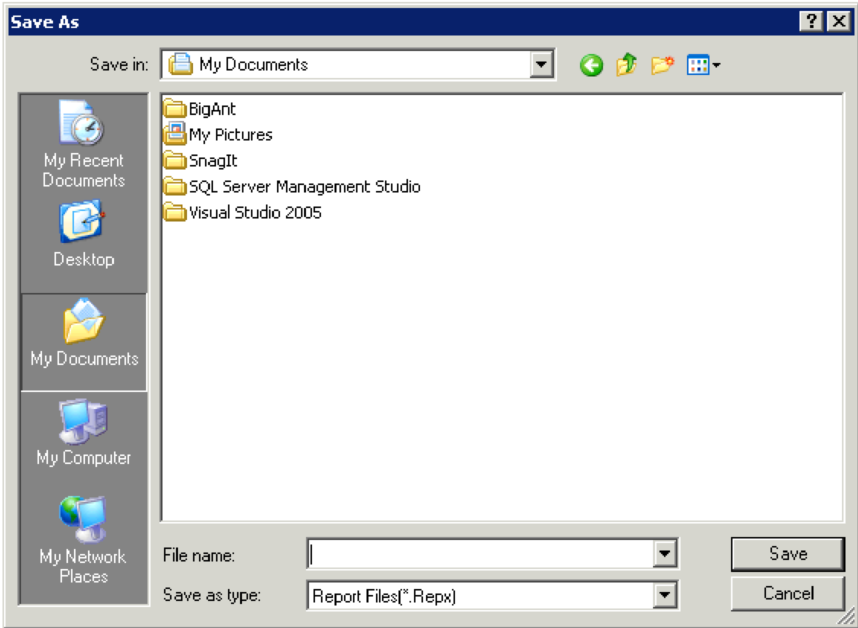
Click on the Import button to select the report to be imported. Select the path for the report to be imported and click on "Open".



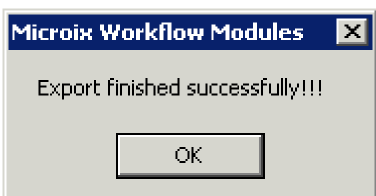
Click on "Cancel" to return to the "Report Designer" page.

Export a Report:
This function allows user to export reports to another system.

Click on the Export button to save the selected report. Provide the path for the report in the following window:

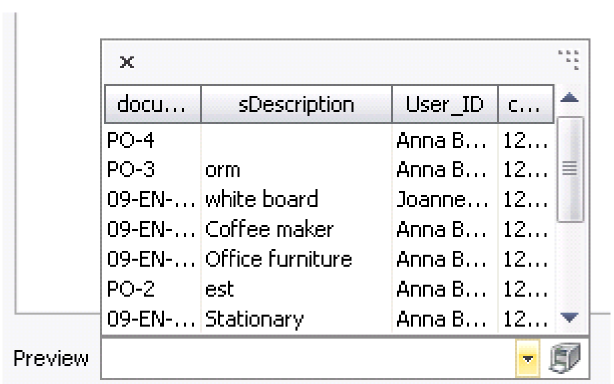


Click on "Save" to save the report. A dialog box informing of the successful export will pop-up.

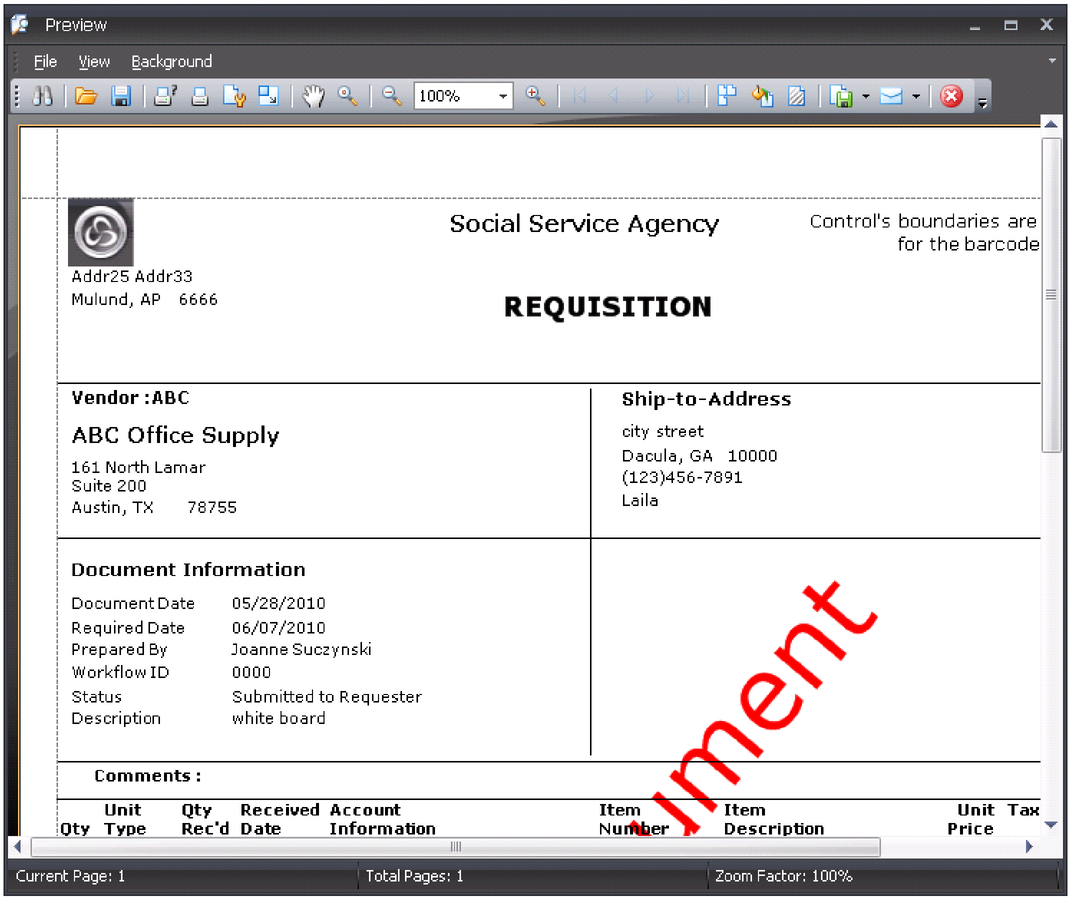


Click "Cancel" to return to the "Report Designer" page.

Preview:
The Preview function provides the user with a quick print view of the selected report. Select a purchase request from the drop down list.



Click on  to display the preview. A new window called the "Preview" window will open.

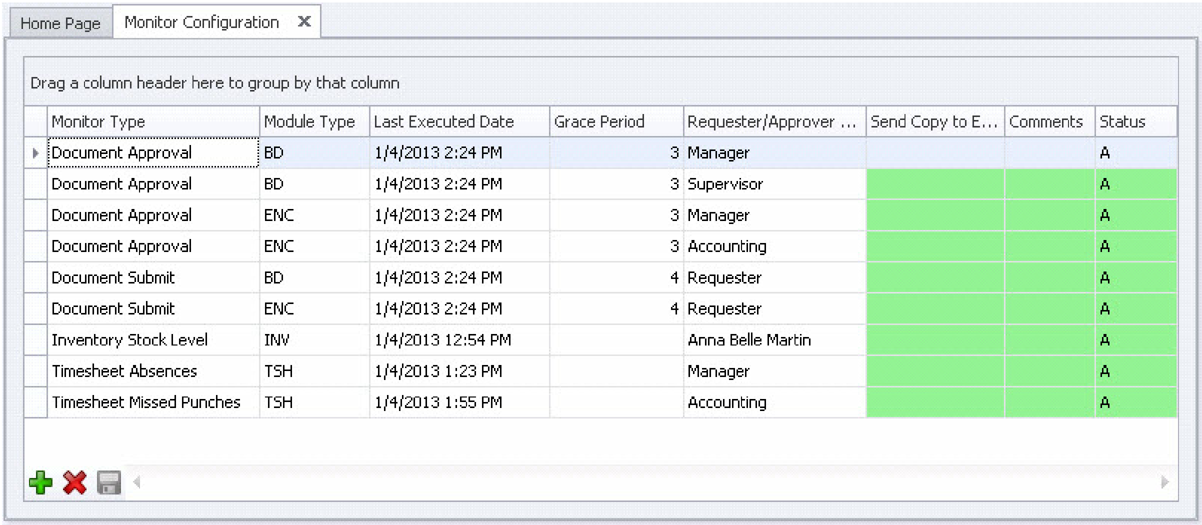


This document can be saved or printed. Close the form to exit the preview.

8.9 System Alerts

The Workflow Modules includes a monitoring feature that allows you to notify users automatically through email when there are conditions that exist in the application that require the user's attention. For example, you can set up a notification to be sent to each approver that has documents queued up for approval, that have been waiting beyond a defined number of days. You use the Monitor Configuration form and setup wizard to define the notification parameters. Microix's Monitor Console is a separate program, included with the Workflow Modules application, that reads the monitor configuration from the database and emails notifications for all alerts whose conditions are met. The Monitor Console program is scheduled with Windows Task Scheduler to be run once each work day.

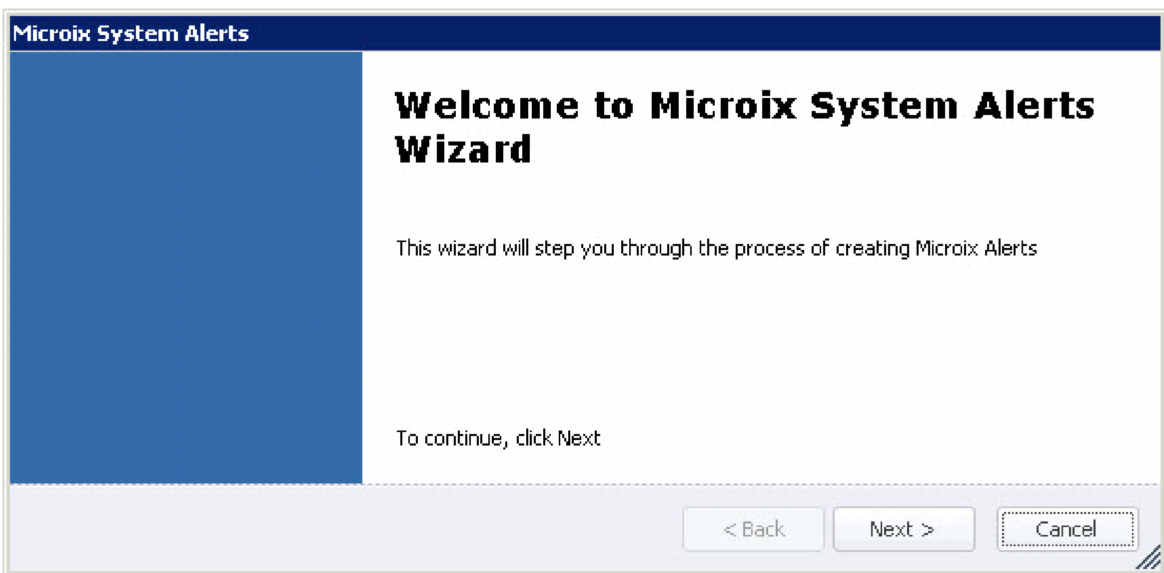
When you select System Alerts from the Maintenance Ribbon Menu the following screen is shown which lists the monitor alerts. To add a new alert click the  button to initiate the Alerts Wizard, which will lead you through the process.



Monitor Type	Module Type	Last Executed Date	Grace Period	Requester/Approver ...	Send Copy to E...	Comments	Status
Document Approval	BD	1/4/2013 2:24 PM	3	Manager			A
Document Approval	BD	1/4/2013 2:24 PM	3	Supervisor			A
Document Approval	ENC	1/4/2013 2:24 PM	3	Manager			A
Document Approval	ENC	1/4/2013 2:24 PM	3	Accounting			A
Document Submit	BD	1/4/2013 2:24 PM	4	Requester			A
Document Submit	ENC	1/4/2013 2:24 PM	4	Requester			A
Inventory Stock Level	INV	1/4/2013 12:54 PM		Anna Belle Martin			A
Timesheet Absences	TSH	1/4/2013 1:23 PM		Manager			A
Timesheet Missed Punches	TSH	1/4/2013 1:55 PM		Accounting			A

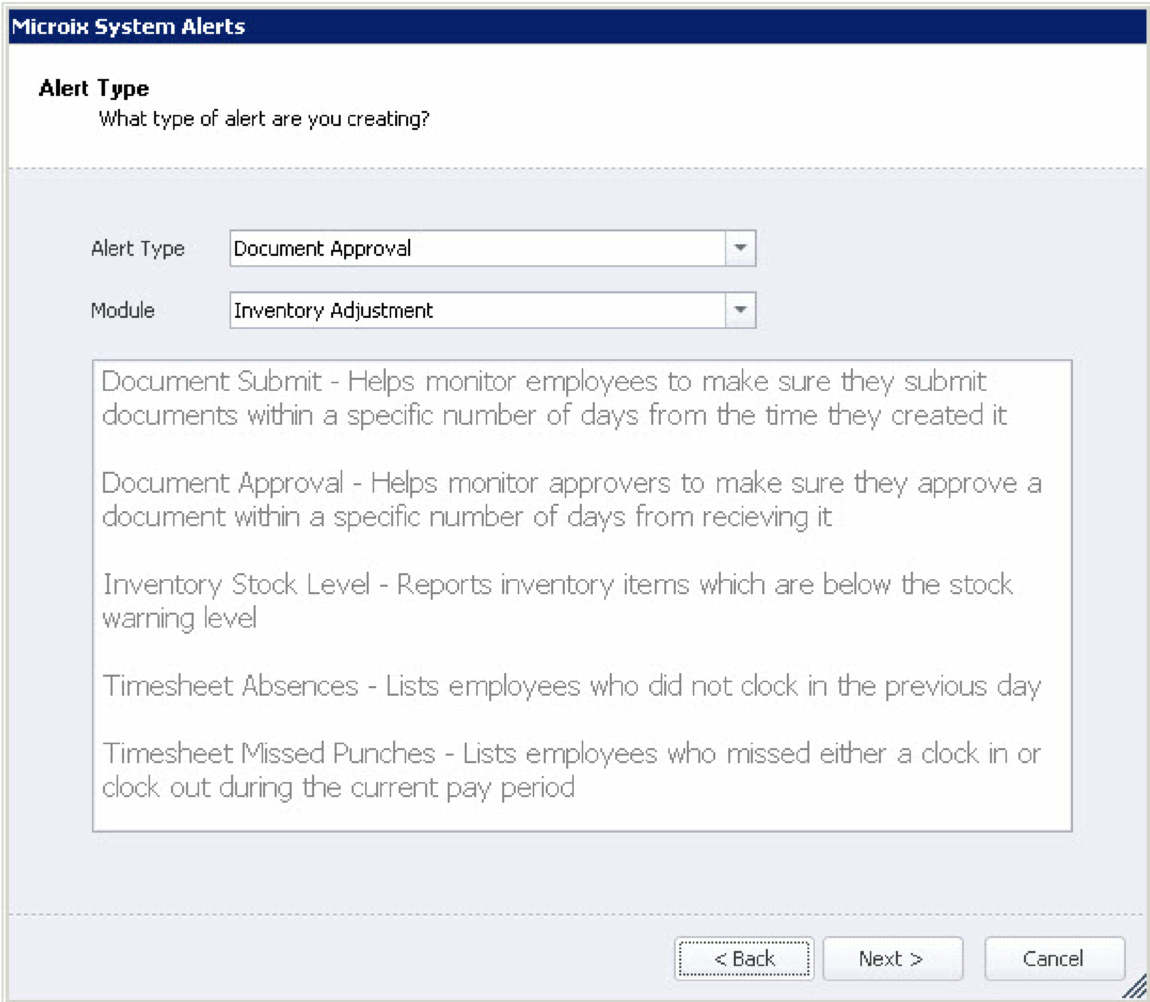
Welcome Screen

This is a standard introduction splash screen for the alert wizard process. The Next and Back buttons work as expected, moving you either forward or backward through the wizard screens. The Cancel button aborts the process without any alert additions being completed.



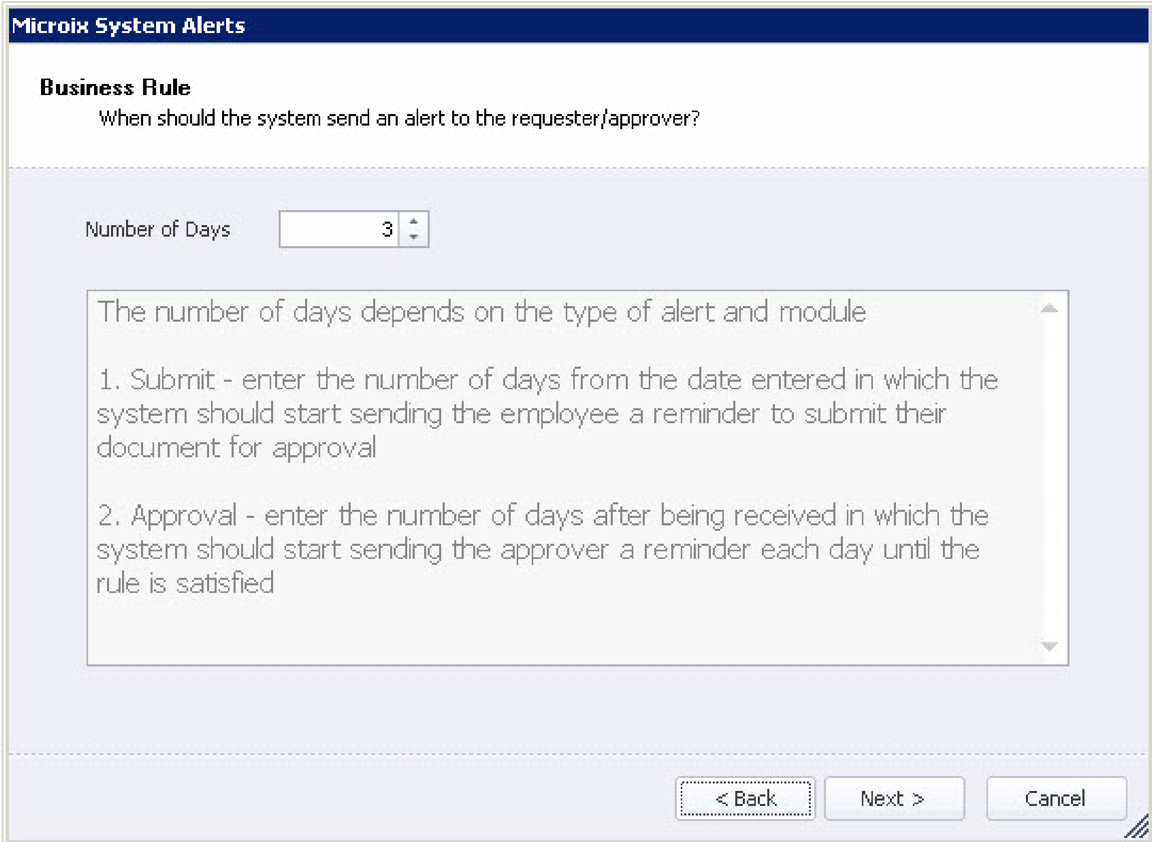
Alert Type

You must select the Alert Type and Module (if applicable to the type of alert selected). A brief description of each alert type is shown on the screen. Not all of the screens or fields are needed for each type of alert and the wizard will show or hide/disable them accordingly.



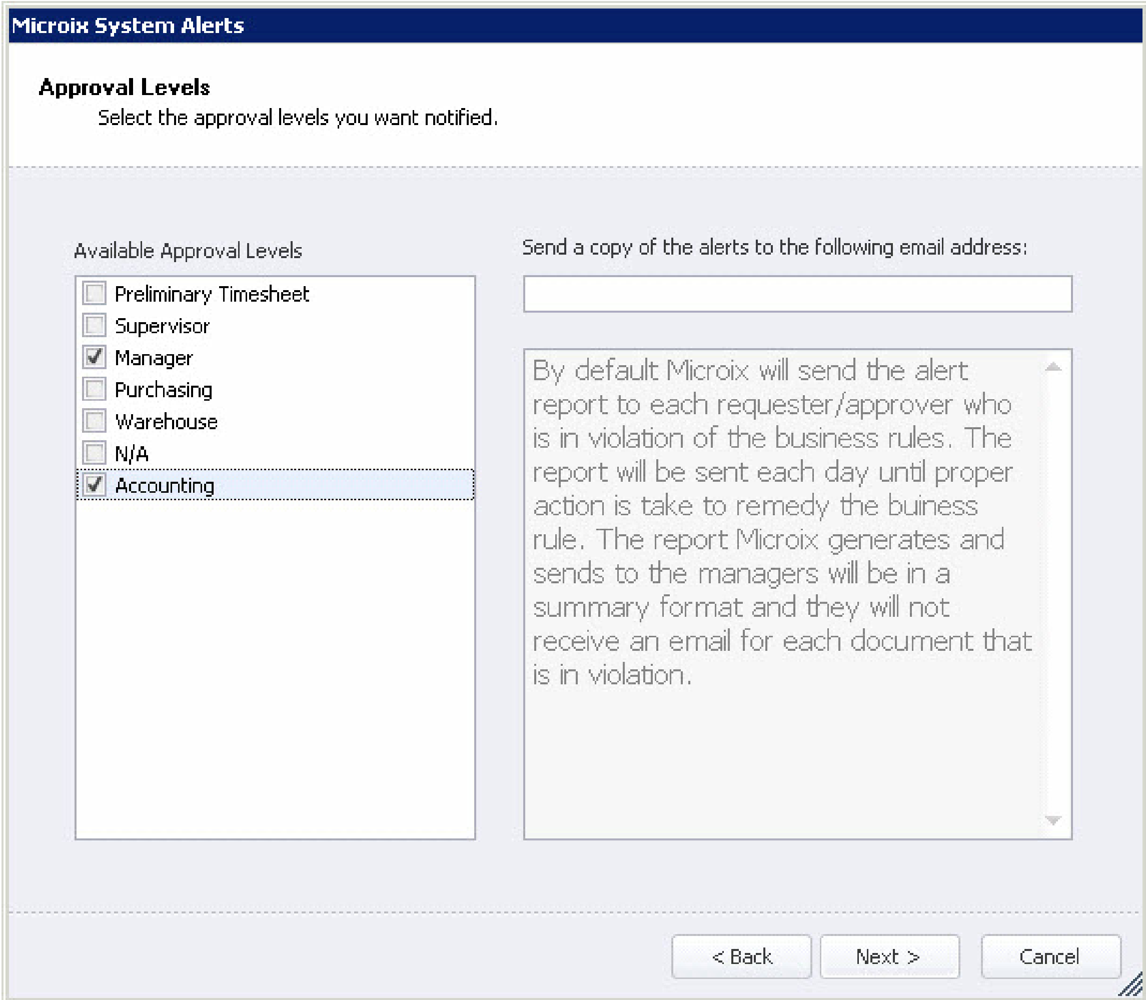
Business Rule

The Business Rule applies to the Document Submit and Approval type alerts. The Number of Days is used to determine when alerts should start being sent to the requester/ approver. It will be different based on the module. For Timesheet, it is the number of days until the current pay period pay date. For Budget, it is the number of days before the new budget fiscal year date. While entering all other module types, the Submit alert is the number of days since the document was entered. The Approval alert is the number of days since the document was received by the approver.



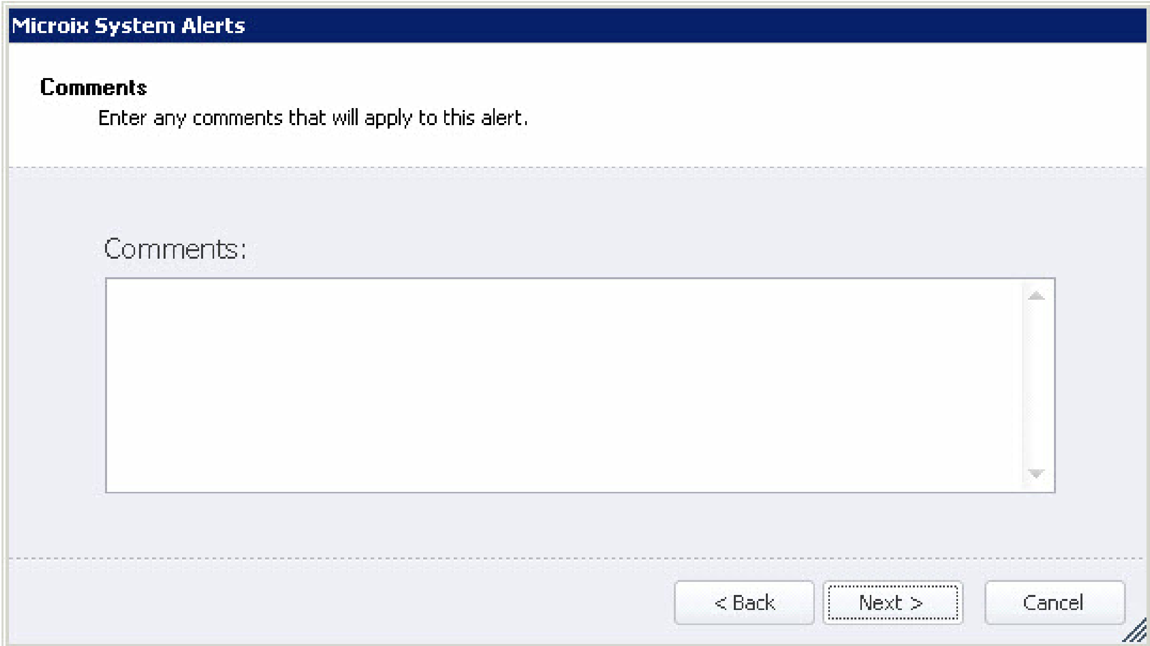
Approval Levels

The Approval Levels screen will be shown for all alert types, except Inventory Stock Level. For the Document Submit, the level will always be just the Requester Level. For the other alerts, it will be all other levels in the module workflows up to and including the Accounting level. An alert record will be generated for each level selected. You can also enter an additional email address where a copy of the notification will be sent. Note: An alert will be sent each day scheduled until the action monitored is completed.



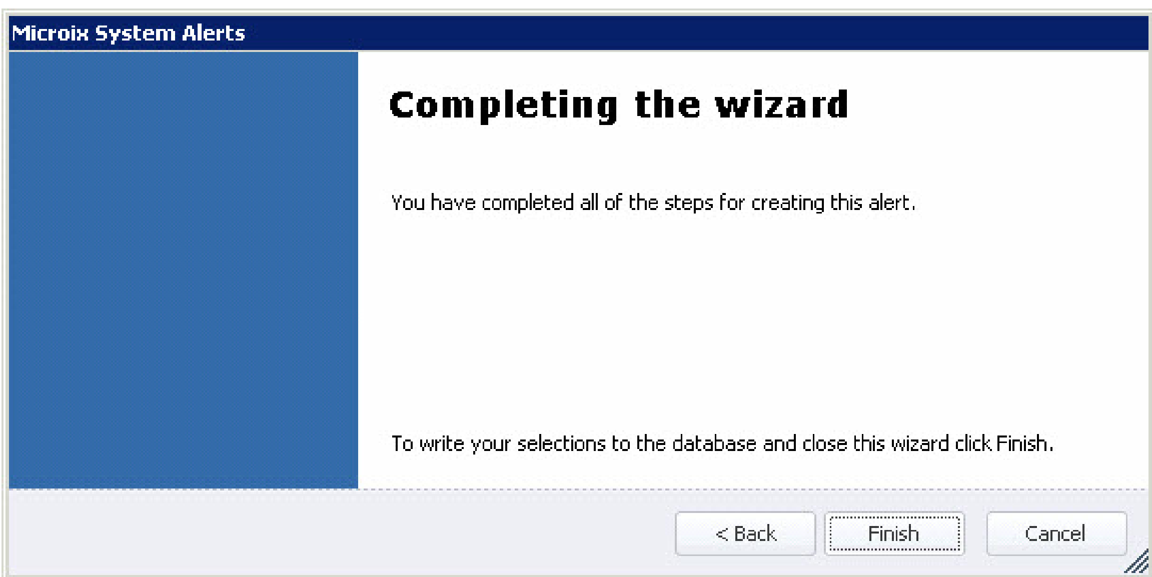
Comments

Comments can be added to each alert.



Completing the wizard

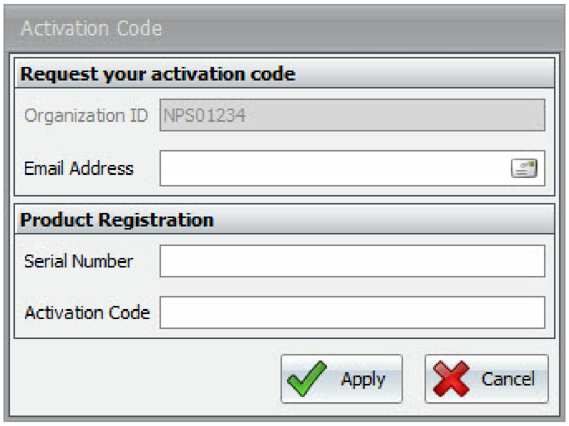
After each step is completed, the wizard completion screen is presented. You must click the Finish button to write your selections to the database and return to the Monitor Configuration form.



8.10 Product Registration

Use this form to enter the product activation code. This code determines the number of valid user licenses and which module(s) is accessible.

The product codes are not provided with the software and should be requested via email. See next section for detailed instruction on how to request these codes.



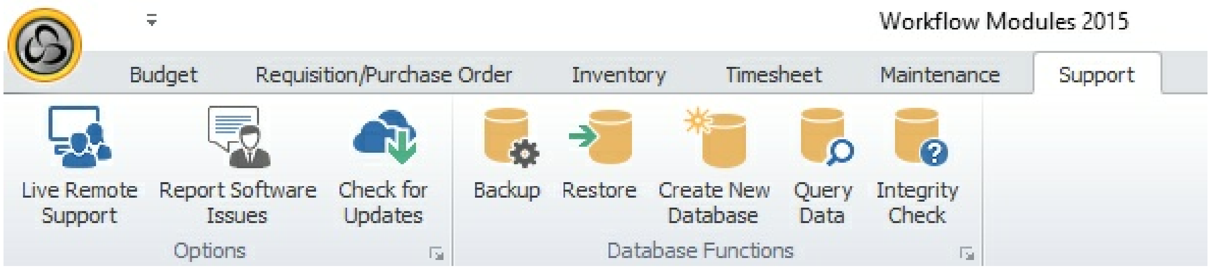
Fields/Buttons	Description
Organization ID	After installing the Microix server component, this information will be obtained from your Abila MIP Fund Accounting database. It is read only and cannot be changed.
Email Address	To request your product activation code for the first time or to get a copy of your activation code, enter your email address and click on the email button to send your request to Microix. You should receive your activation code within 1-4 hours during Microix business hours.
Serial Number	Enter your 16 digit serial number provided by Microix Example: Serial Number - 01234-1-0-008-006-004
Activation Code	Enter the 15 character alpha numeric activation code provided by Microix Activation Code – 5412G-U1K8I-OWNL3-C6A0X-12059
	Save the product activation codes
	Close the form

The Serial and Activation codes provided in the sample can be used to activate the product when used with Abila MIP Fund Accounting Sample database (SSA or GOVSSA).

Part IX

9 Support

The **Support Ribbon** menu enables you to manage the *Microix* SQL databases, check for updates and connect to a live support representative.



Function	Description
Live Remote Support 202	Allows a *Microix* Support Representative to remotely connect to your local PC and assist you with any issues. This process is not required for you to receive support but it helps us to identify and resolve any issues or questions in a timely manner.
Check for Updates 203	Administrators can use this option to download the latest updates from Microix FTP site.
Report Software Issues 205	Use this Ribbon menu item to report any bugs or if you would like to suggest future enhancements to our product.
Backup	Backup the *Microix* SQL database.
Restore	Restores a *Microix* SQL database.
Create a New Database 205	Create a new *Microix* database for a test environment or to connect to a different Abila MIP FA database.
Query Data 206	Use standard SQL query language to retrieve data from any of our tables.

9.1 Live Remote Support

The **Live Remote Support** ribbon item will allow a Microix Support Representative to remotely connect to your local PC and assist you with any issues. This process is not required for you to receive support but it helps us to identify and resolve any issues or questions in a timely manner.

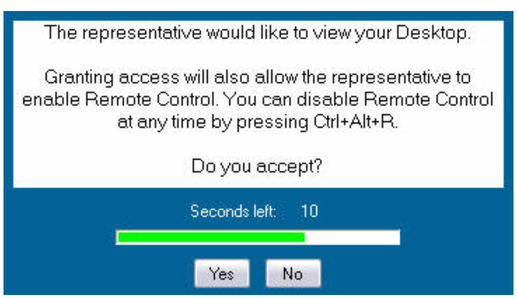
Because this process allows us to view your local PC , we advise that any private information displayed on your PC should be closed before connecting to any of our support representatives.

1. At a minimum, enter your name and email address and click continue.

2. You will be prompted to download an Inter-tel active X file that is required by our remote software. Right click on the yellow bar and click on the option to download and run the file.

3. After a few seconds, a message will appear informing you that it is trying to locate the next available support representative.

4. After a Microix support representative connects to your session, you will be asked to show your desktop. Click on the YES button to accept.

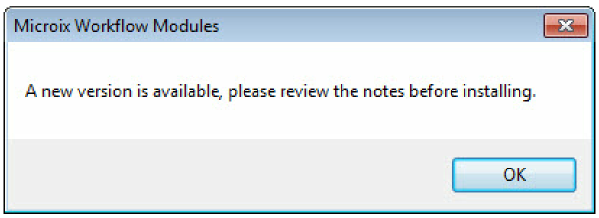


9.2 Check for Updates

This form allow administrators to download the latest updates from Microix FTP site. Additionally, it will install any table updates or stored procedures to your Microix SQL databases.

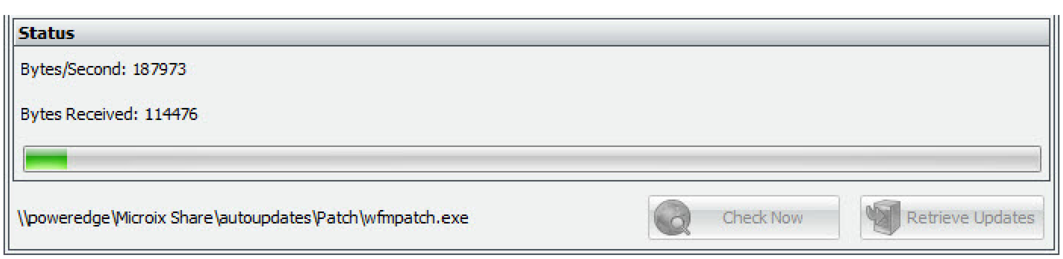
When checking for new updates, the process should be performed at any one PC where Microix Workflow Modules Client is installed. All other workstations will be prompted to update during their the login process. The updates will run from the Microix Share folder which is located on the Abila MIP FA server.

1. Navigate to the Ribbon Menu **Support>Check for Updates**. Click on the "**Check Now**" button and Microix will begin searching our FTP server for any available updates. If an update exists, a message will be displayed to the end-user.



2. We strongly advise that you read the upgrade notes before applying any updates.

3. To start the upgrade process, click on the "Retrieve Updates" button and the software will begin downloading all required files to your local server> Microix Share>autoupdate folder.

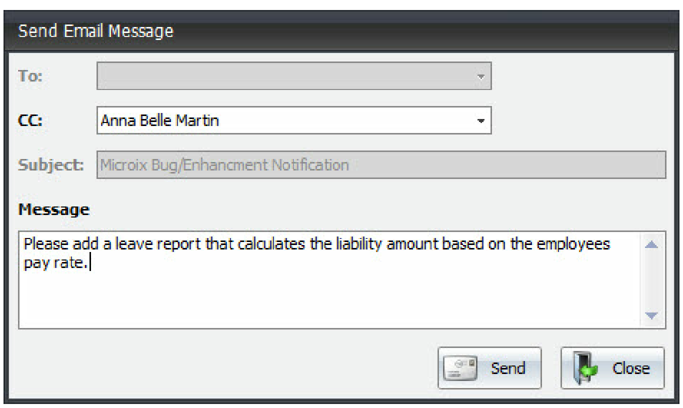


4. Once the download is completed, Microix will exit to perform the update. Click on the Unzip button the extract the file to your local drive.

If the update does not execute automatically, you can manually install the update by navigating to \\YourMIPServer\Microix Share\autoupdates\patch\ and run the wfmpatch.exe file on the local workstation.

9.3 Report Software Issues

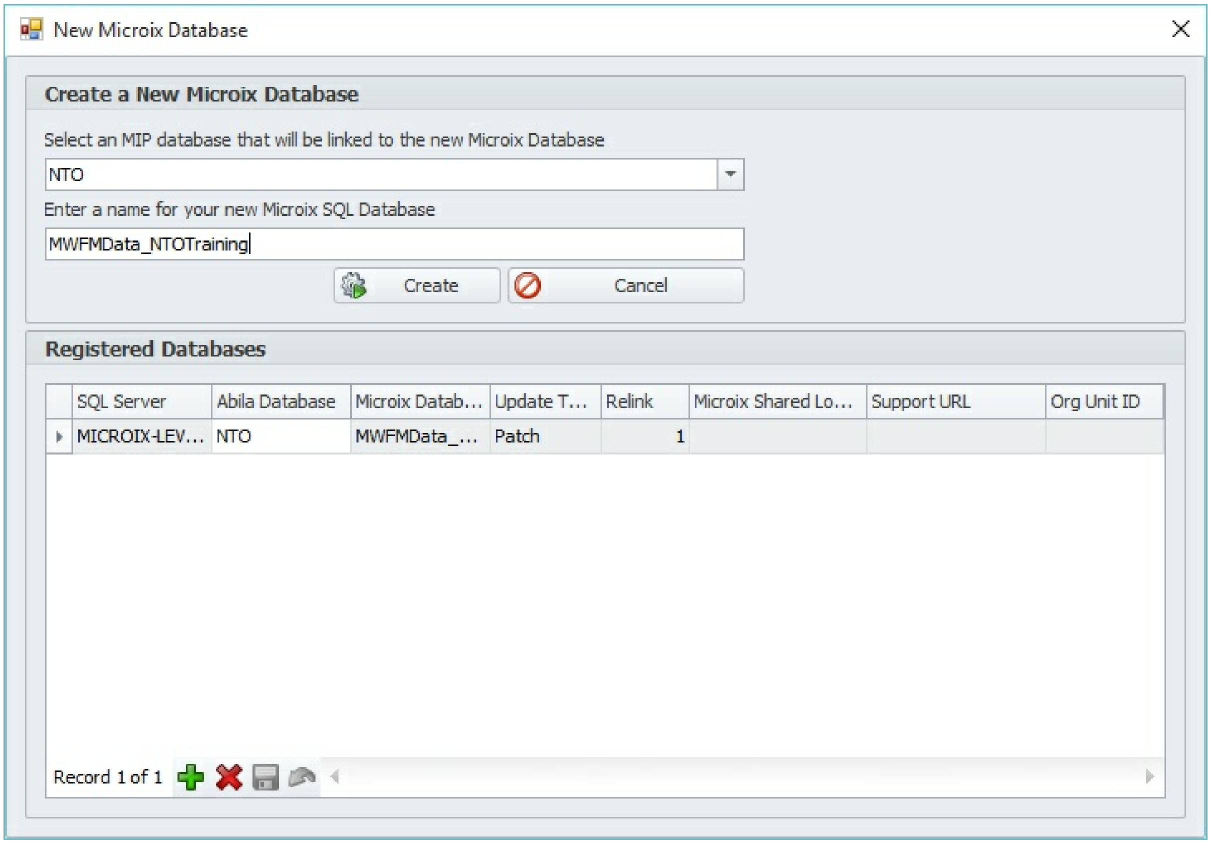
If you detected a bug or would like to suggest any enhancements to our product, you can fill out the form below and click on the send button. The system will automatically forward your message to our support department and a representative will contact you thereafter. A copy of your email will be saved in the system audit trail.



9.4 Create New Database

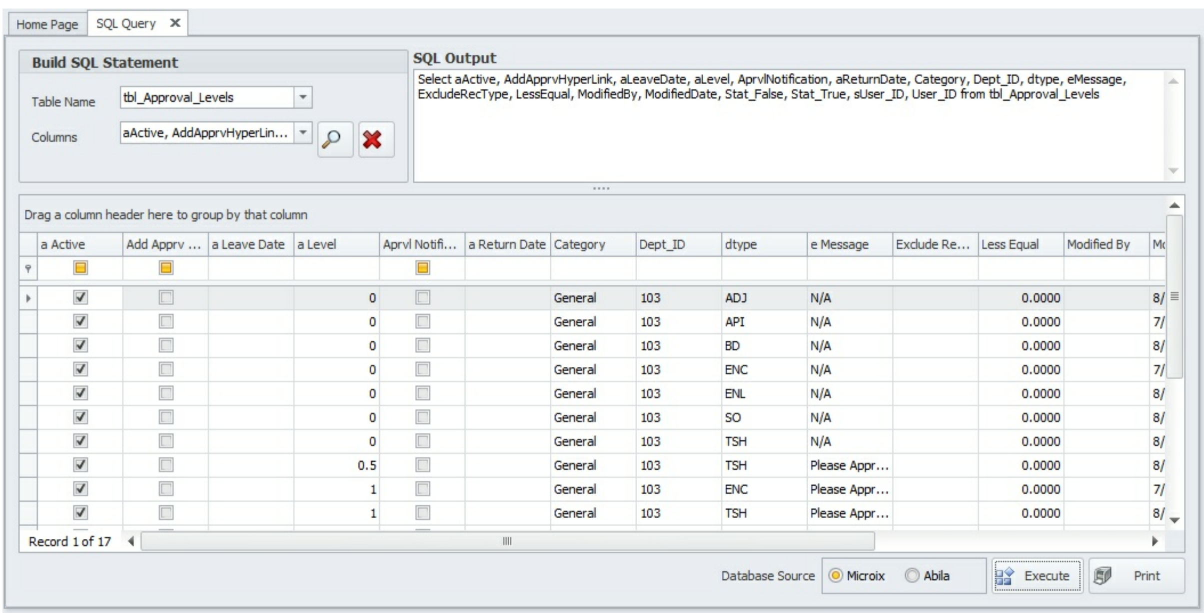
Choosing "Create new database" allows the user to create a new Microix database and link it with an existing MIP database.

Note: If you will be attaching multiple Microix databases to the SAME MIP Database, you will want to contact support for additional considerations.



9.5 Query Data

The query data screen allows you to query the database tables directly. You can utilize the "Build SQL Statement" options to generate a SQL Select statement and utilize the execute button in the bottom right to display results.



Part X

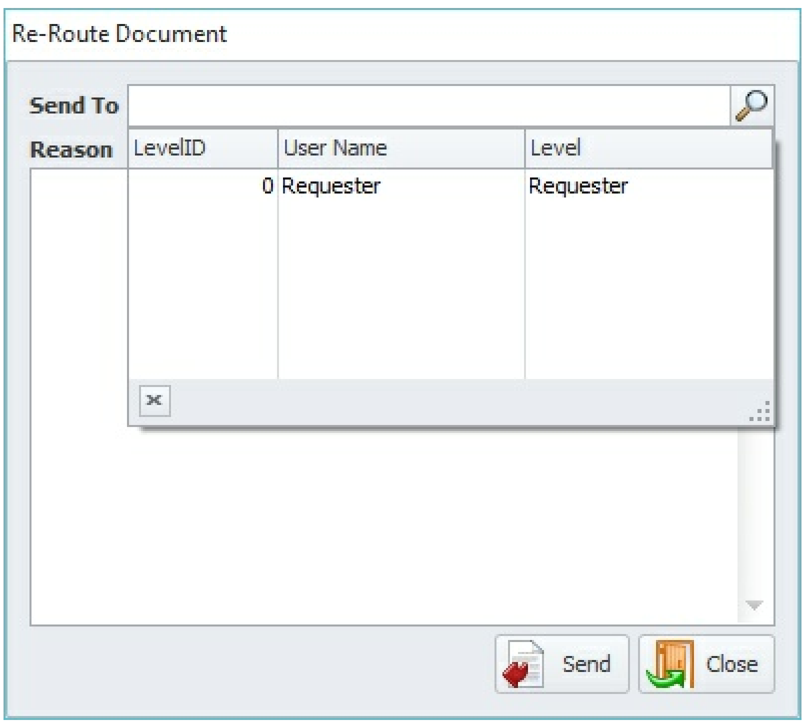
10 Shared Activities

10.1 Reroute

The **Re-Route** function is used by an approver and allows them to send a document back to the requester or any previous approvers within the workflow. After re-routing a document, you are granting read/write privileges for the recipient to make any necessary changes to the document. The recipient can then re-submit the document through the approval process from that point forward.

You can re-route a document an unlimited number of times.

An audit trail will be recorded each time a document is re-routed with the reason and timestamp.

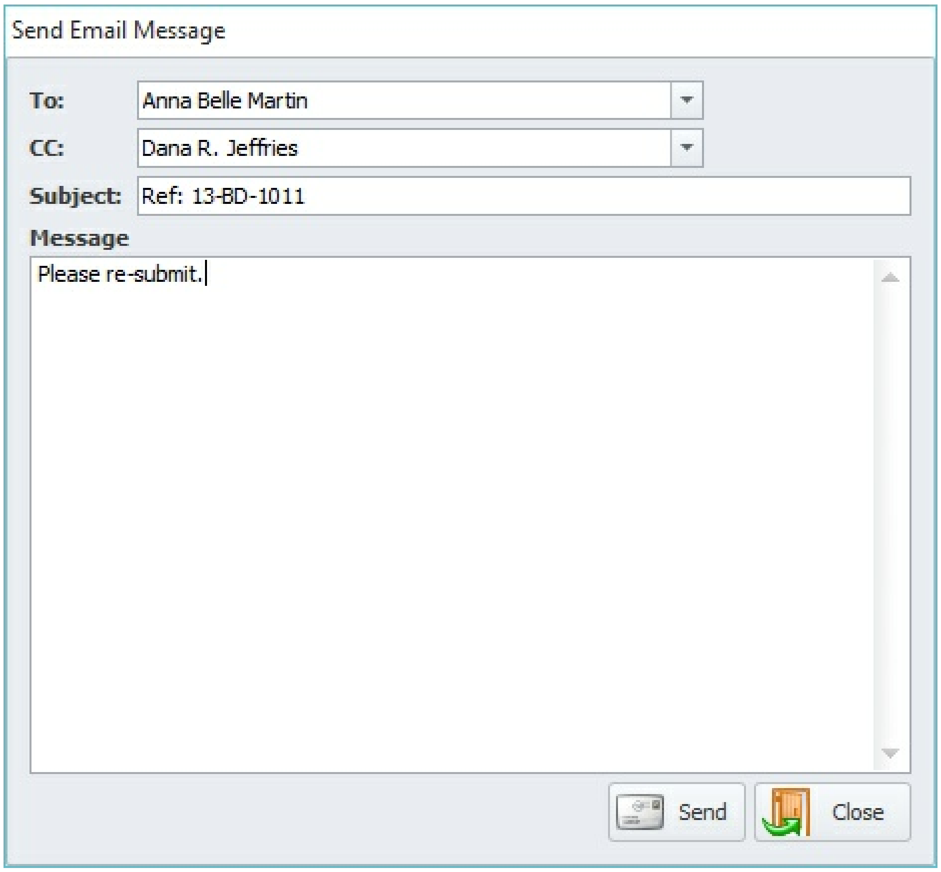


Fields/ Buttons	Description
Send To	Select the level where you would like to send the document.
Reason	Enter a reason for re-routing the document
	Click on the **Send** button to complete the process.

10.2 Email

The Email function within Workflow Modules provides a convenient way for end-users to send outgoing messages to other Microix users. Recipients will utilize their normal email clients, such as Microsoft Outlook, to read the email correspondence.

All messages sent from Workflow Modules will be saved to the document's audit trail as history.



Options / Buttons	Description
To	Select a recipient name from the lookup list
CC	Carbon copy another user (Optional)
Subject	Enter a subject for your message
Message	Enter a detailed message
	When you're done composing your message, click the send button
	Exit/Close the Email form

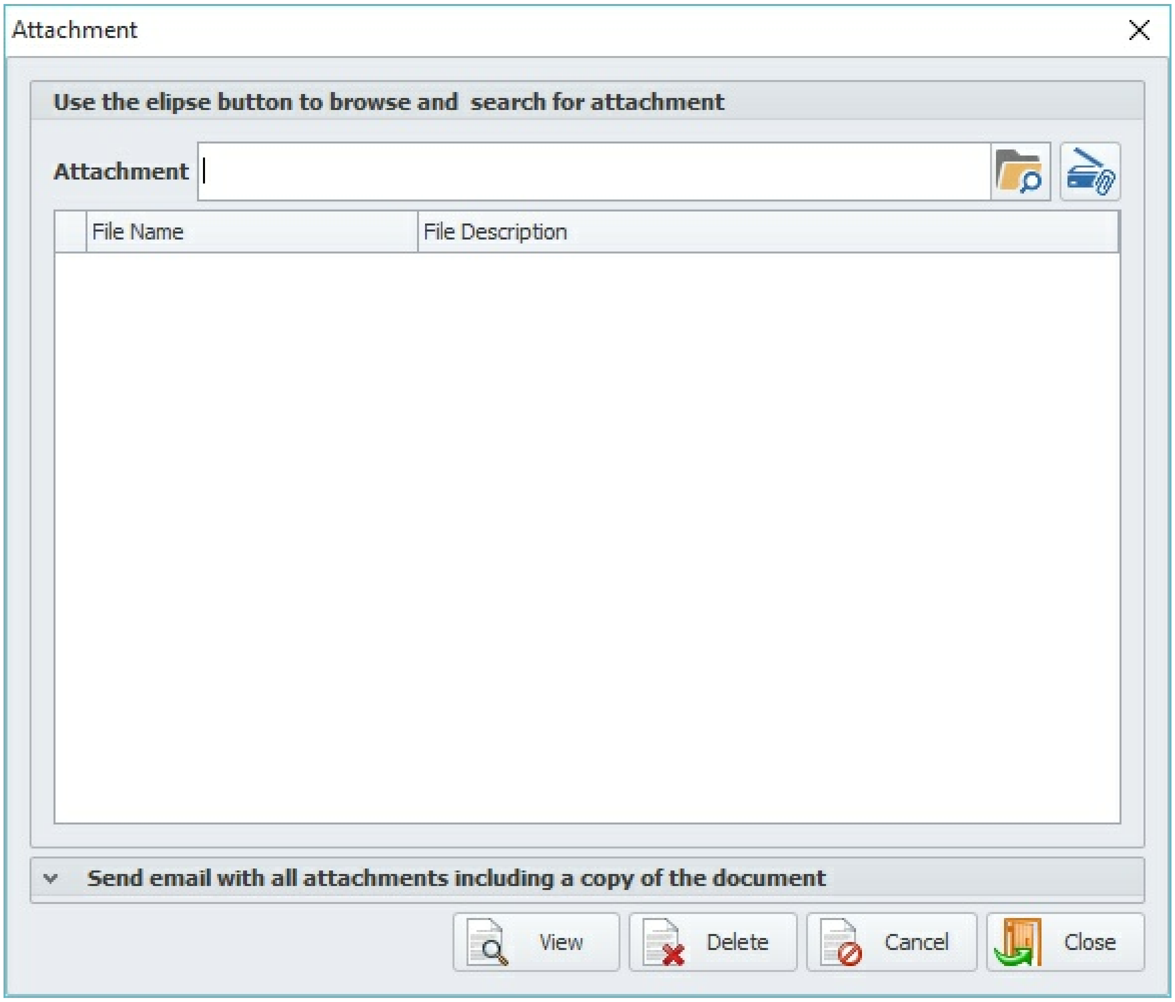
10.3 Attachments

The **Attachment** form allows users to attach electronic documents (PDF, HTML, Word, Excel, TXT,JPG, BMP, etc.) that are stored locally on your PC or a network location. Additionally, you can utilize document scanners to scan receipts, invoices or any other type of document and attach them using this form. You can attach an unlimited number of documents and Microix will note them all in the audit trail.

Microix saves all attachments to a SQL Database called "MWFMAttachment". Include this database in a regular backup schedule if the attachment feature is being utilized.

An adequate amount of disk space is required for the MWFMAttachment database. We also recommend that scanned documents should be saved using the smallest file size on server disk space.

All Microix users must be granted read/write permissions to the attachment folder which is located in the Microix Share folder.

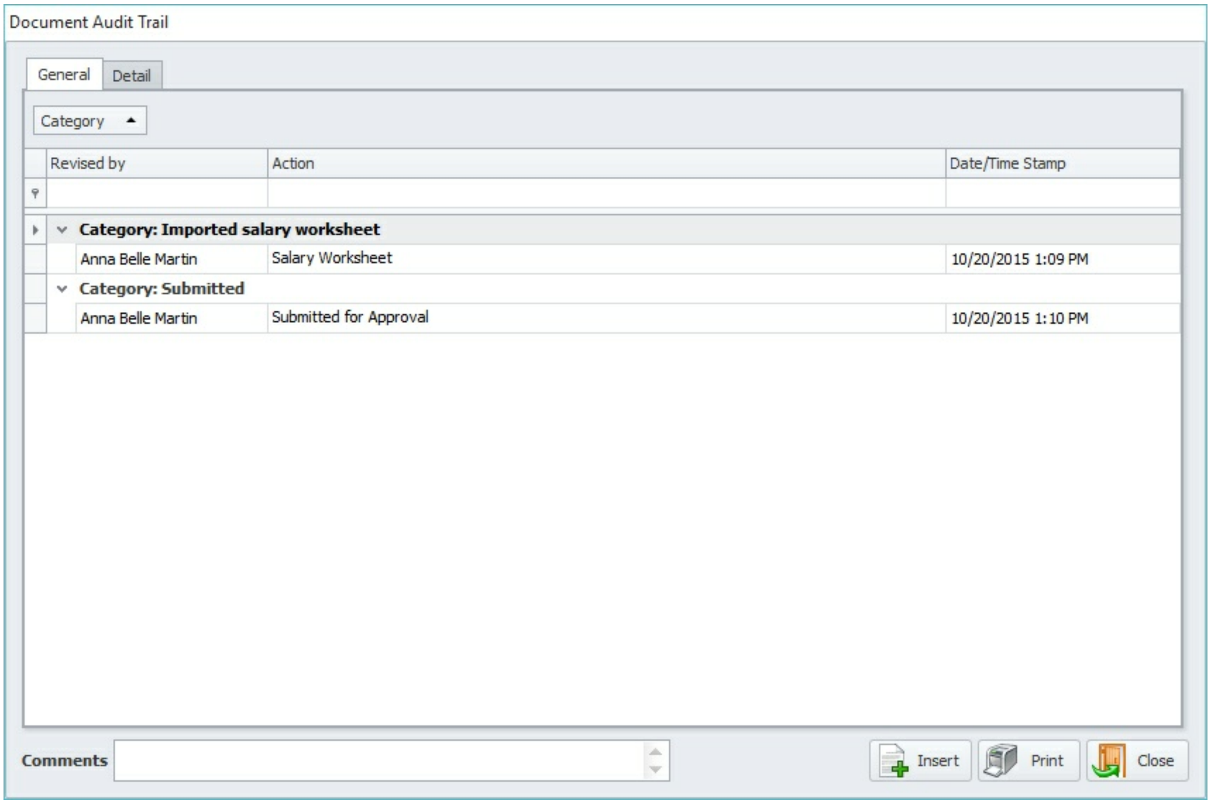


Items/ Buttons	Description
Attachment Location	Click on the ellipse "Folder/Magnifying Glass" button to browse for an attachment that is stored locally on your PC or a network location. Choose the "Scanner/Paperclip" button to scan a document now. After selecting the attachment, click on the save button and enter a brief description of the file you are attaching. By default, the system will automatically use the file name as the description but it can be changed before saving.
	Select an attachment from the grid view and click on the view button to open an existing attachment.
	Delete an existing attachment
	Cancel and close the form.
	Close the form.

10.4 Audit Trail

An **Audit Trail** is recorded for each Microix document and it attempts to establish a chronological list of steps that were necessary to begin the transaction as well as bring it to completion.

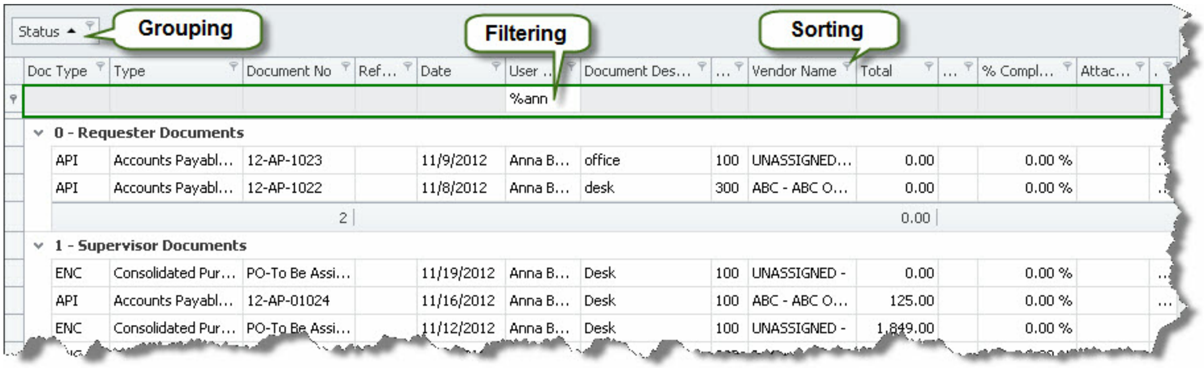
To filter, sort and group the data see Sorting/Grouping/Filtering Data Grids 213



Button	Description
	Select the **Print** button to print a copy of the Audit Trail.
	Select the **Close** button to close the Audit Trail form and return to the document.

10.5 Sorting/Grouping/Filtering Data Grids

This section demonstrates how to **sort, filter** and **group** data that resides in our data grids.



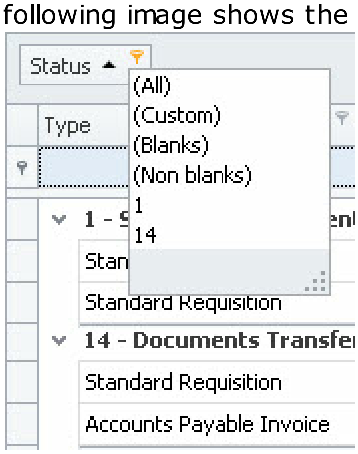
1. Sorting

Allows you to sort data by an unlimited number of columns. When sorting is applied to a view, the records are re-arranged to meet the current sort settings. To sort data against a grid view's column or to change the column's sort order, an end-user can click the column header. The column's current sort order is indicated by the sort icon . If the data is sorted in ascending order, the sort icon represents an up-arrow. When sorting in descending order, the sort icon is displayed as a down-arrow. If the column isn't sorted, the sort glyph is hidden.

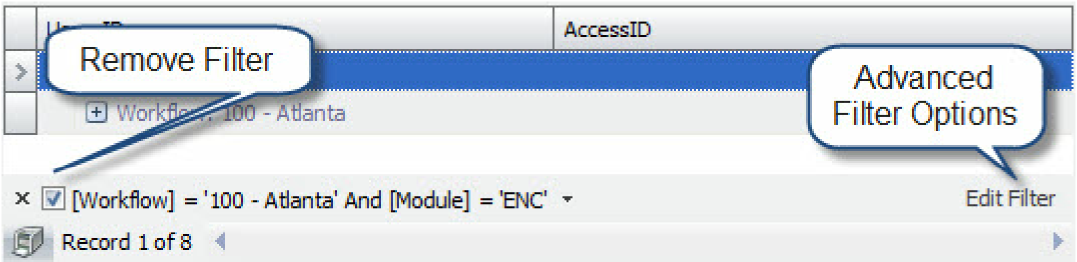
If sorting is already applied to the column, subsequent clicks reverse the current sort order. Note: A regular click on a column header (Sort button) clears the sort settings of any other columns. To preserve the existing sort settings of other columns, hold the SHIFT key down while clicking. This can be useful when you need to apply sorting to multiple columns at the same time. You can clear a column's sorting by clicking its header (Sort button) while pressing the CTRL key. End-users can also apply sorting to any column via the column header context menu. This menu is accessible by right clicking on any column header.

2. Filtering

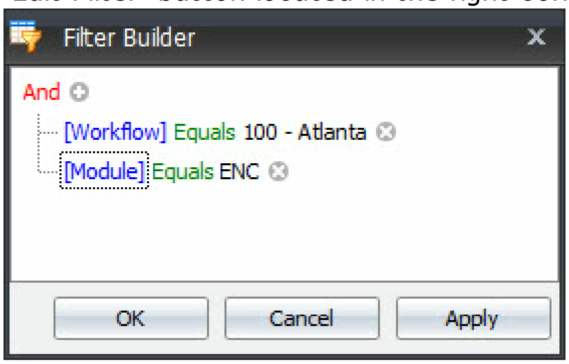
In the grid view, an end-user can apply, change or remove filtering via a column's filter button. Clicking it will invoke a filter dropdown list which, by default, contains the predefined ((All), (Custom), (Blanks) and (Non Blanks)) values along with the values of items. At the top of the list, the most recently used filter conditions are displayed. The following image shows the filter dropdown list invoked for a column in a grid view:



It is also possible to add custom filter items to the filter dropdown list which can be used to apply any filter criteria to the data when they are selected. Applying filtering to a column does not affect the filter settings of any other column. After a filter has been applied to the current grid view, the **filter panel** appears by default at the bottom of the grid.



The Filter Builder allows users to build complex filter criteria with an unlimited number of filter conditions, combined by logical operators. To access the filter builder, click on the "Edit Filter" button located in the right corner of the filter panel.

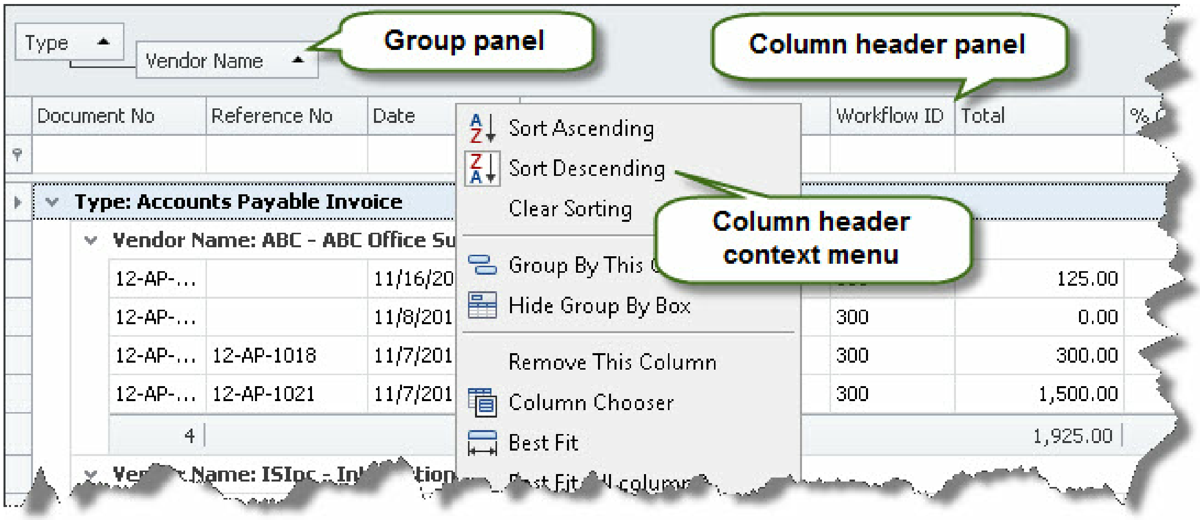


3. Grouping

A user can group data by any particular column by dragging its header from the **column header panel** onto the **group panel**. To ungroup the data, remove the column header from the group panel by dragging it. You can also change the order of the grouping columns using drag and drop.

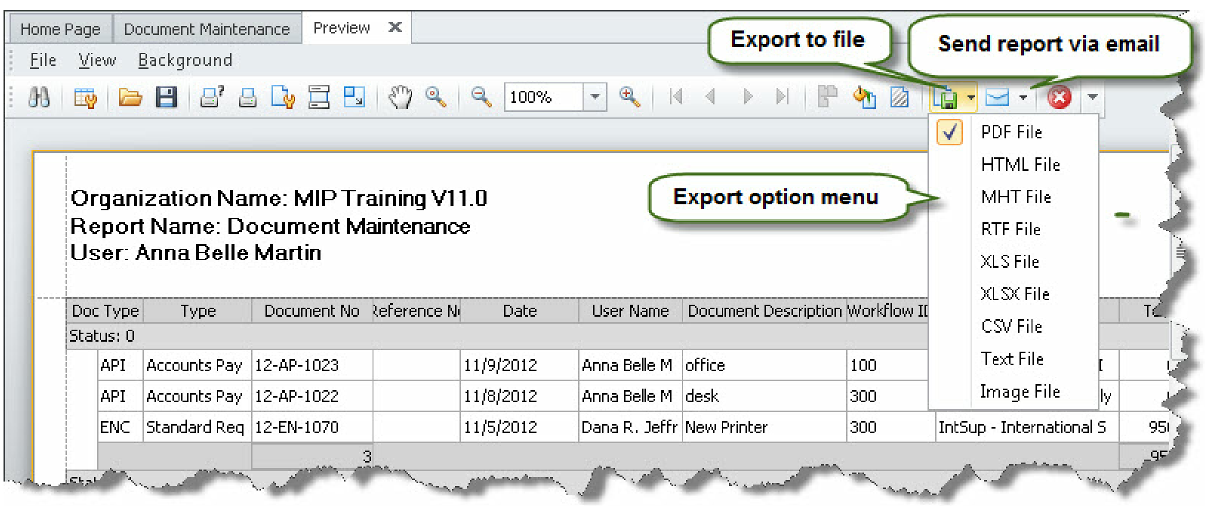
It is also possible to group data into columns by selecting the "Group By This Field" option from the **column header context menu**. To ungroup data, use the "UnGroup" option from the same menu or "Clear Grouping" from the group panel context menu.

Records are always sorted against the grouping columns. If you group data against a column which isn't sorted, the grid control will automatically apply sorting in ascending order to the column. Subsequently, if you remove the column from the group panel, it's sort settings will be cleared.



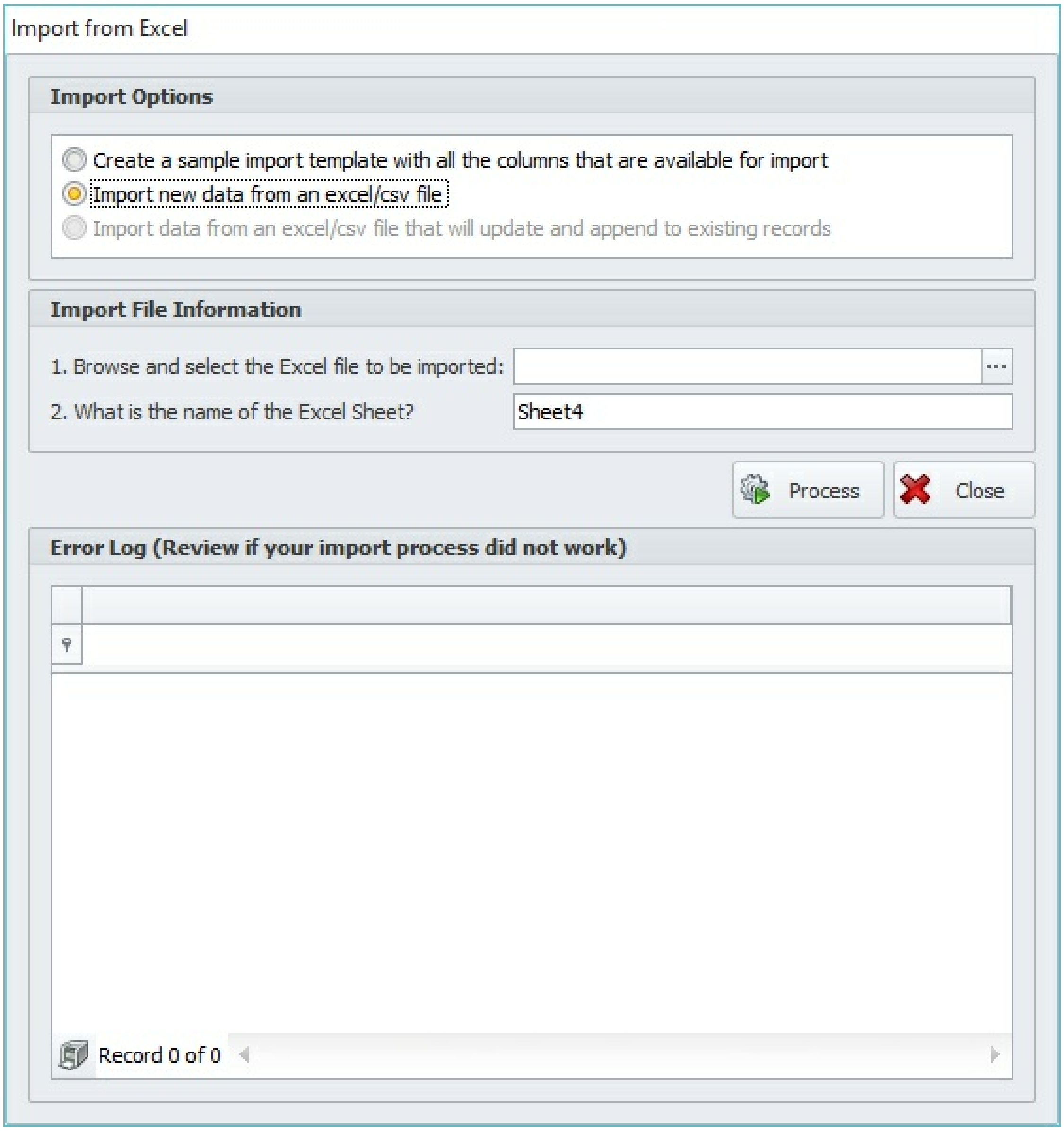
10.6 Report Export

All Reports are capable of being exported to Excel, CSV and most importantly, printed to PDF. Once exported, you can save the file to disk or send via email as an attachment.



10.7 Import from Excel

The Import from Excel form will allow you to import data from a Microsoft Excel Worksheet.



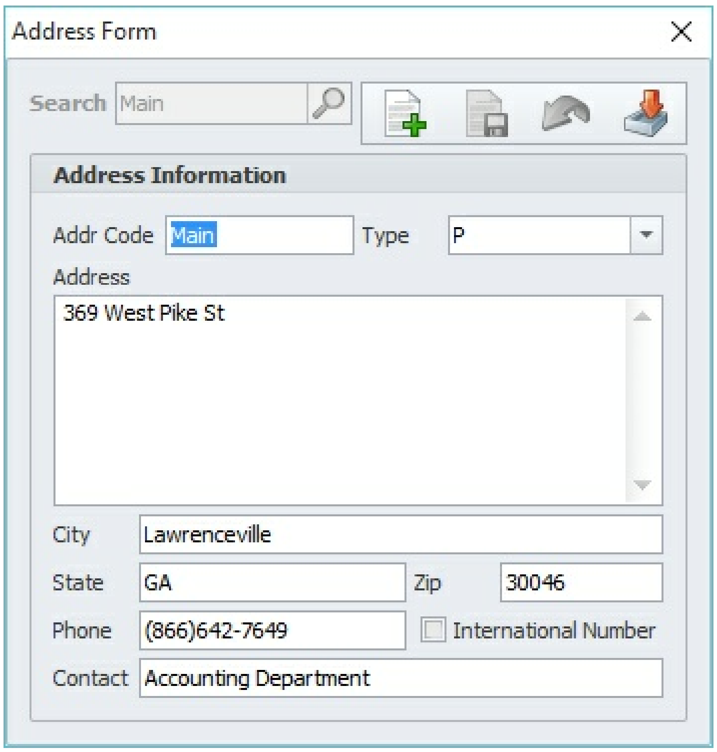
Options/ Buttons	Description
Worksheet Name	Enter the worksheet name which is located at the bottom of each Excel worksheet.
File Location	Click on the browse ··· button to locate the Excel file to be imported.
Create Sample Template	Use this option to generate an Excel file showing all the required columns needed for the import process.
Update/ Append	Trigger the import process to only update existing records in your database.

	Process the selected options
	Close the form

10.8 Address Code Maintenance

Use the Address form to create and manage multiple Bill To and Ship To addresses for the Requisition/PO Module.

The bill to address is used by the vendor to forward original invoices to your accounting department. The ship to address is used by the vendor to mail a product or render service to the specified address.

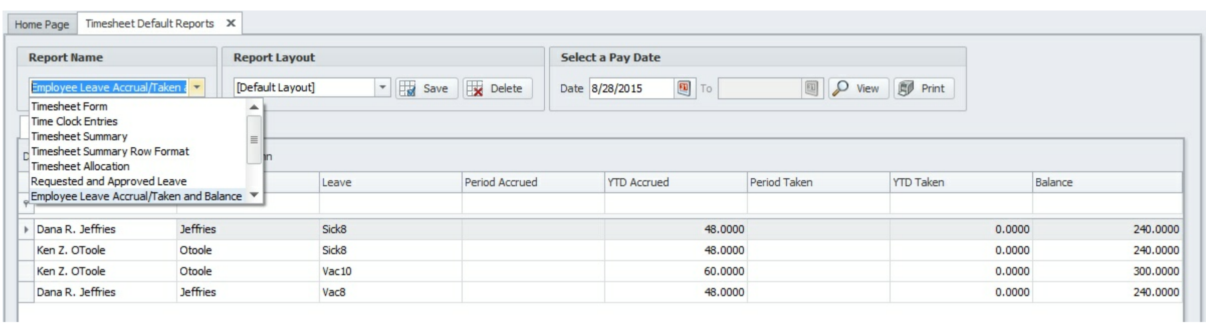


Fields/ Buttons	Descriptions
Search Address	Use the search combo box to find an existing address
Addr Code	Alphanumeric code that represents the address or location. The maximum field length is 25 characters.
Address	Complete address including street and or suite number
City	Enter the city name
State	Enter a two character state code (Example: TX, GA, FL, NY...)
Zip	Postal zip code

Fields/ Buttons	Descriptions
Phone	Contact person's phone number
Contact	Contact person's full name
Addr Type	T - Temporary Address P - Permanent Address
	Click the **Add** button to create a new ship-to/bill-to address.
	To **Delete** an address code, select the **Address ID** from the drop-down list and click on the **Delete** button.
	Save changes to the form
	Undo the last change

10.9 Reports

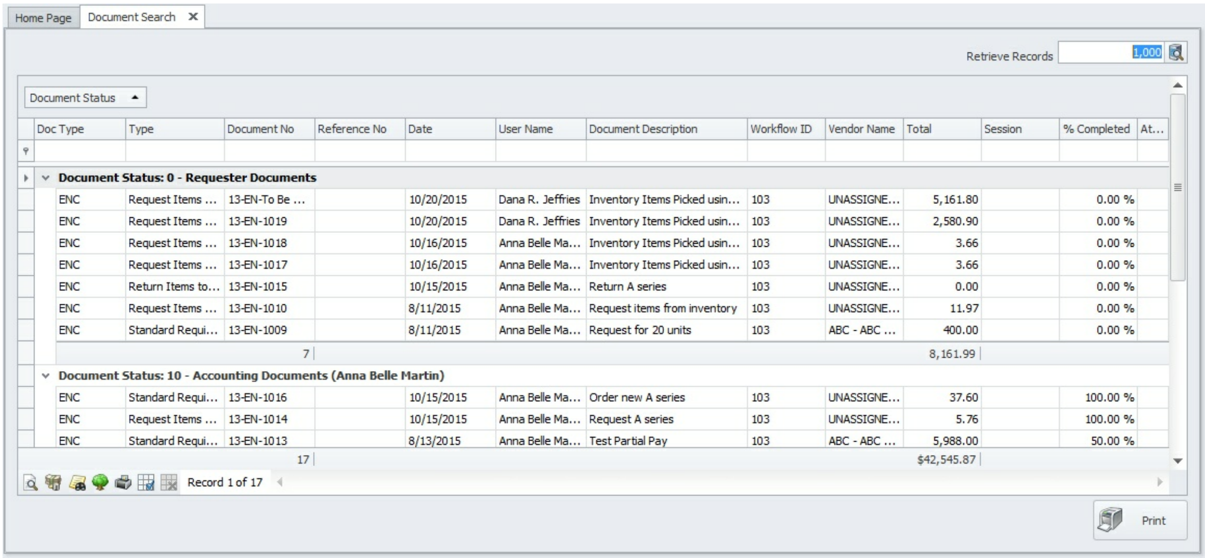
This function will display the selected report for the period specified by the user. Select the report to be displayed from a drop down list. User can specify the period over which the report needs to be generated.
Some reports in Microix will require the use of "Report Groups" in MIP to specify GL grouping within the report. You can find more information on assigning the report groups in our online knowledgebase.



Field/ Button	Description
	To view the report generated for the selected values.
	To print a paper copy of the report.

10.10 Document List

The document search allows an approver to view a list of all documents created within their approving workflows



Field/ Button	**Description**
	View the document information in read only format.
	payments
	View the audit trail information for the selected document. Refer to the Shared Activities>Audit Trail 213 section for additional information.
	To view the list of approvers in the workflow.
	Print the list of documents that are display in the grid. Utilize the grid's sorting and filtering options to sort and retrieve specific information before printing.