



Microix Requisition/Purchase order/Invoice Module for Expense Reimbursement

Microix Requisition/Purchase order/Invoice Module can handle expense reimbursements that can go through a workflow approval and flow into the MIP Fund Accounting system to cut the check. Each employee can put in a request, attach their backup, code or submit for approval and have the coding done at a higher level. Then the request will flow to MIP to get paid as an AP check. We have 3 methods we will discuss further, but here is a diagram for a quick overview.

Document Type - Accounts Payable Invoice

Document No. AP 1014

Description Expense Reimbursement

Prepared By Anna Belle Martin Workflow ID Administration

Document Date 6/14/2022 Required Date 7/14/2022

Billing/Shipping Information

Bill To Main Ship To Main

Vendor Information

Vendor ID CPA Main Address: 7100 Highway 360 South Suite 210 Austin TX 78346-5744 (512)555-5555 Ext (512)555-5555 Ext

Date	Description	Type	Price	Amount	Diet Code	Fund	Grant	GL	Progr	Dept	Restriction
6/14/2022	Dining	N/A	\$5.50	\$5.50	N/A	01	101	56002	101	101	
6/14/2022	Meals	N/A	\$22.11	\$22.11	N/A	01	101	56002	101	101	
6/14/2022	Gas	N/A	\$60.00	\$60.00	N/A	01	101	56002	101	101	
6/14/2022	Hotel	N/A	\$414.36	\$414.36	Day Care	01	301	56002	401	201	1
6/14/2022	Mileage	N/A	\$0.00	\$0.00	Day Care	01	301	56002	401	201	1

Record 1 of 5

Account Titles - GL-56002 - Indirect Expense | Fund-01 - Operating Fund | Grant-101 - Health Appeals | Progr-101 - Health Care | Dept-101 - Administration |

Parking Ticket PDF:

PARKING LOT NUMBER
COMPANY NAME
TICKET NUMBER

ADDRESS 1
ADDRESS 2
ADDRESS 3

CAR PARK: NUMBER PLATE
DATE: 12/2020 10:00:00 AM
FROM: 12/2020 10:00:00 AM
TO: 12/2020 10:00:00 AM

PAID \$5.00
G.S.T \$0.50

MASTERCARD
ACCOUNT NUMBER
*****0076

Option 1- Use Microix A/P documents to save all expenses related to the reimbursement

(Each user can customize their own template and reuse by using the copy feature however, longer setup time & each user must create their own template)

Document Type - Accounts Payable Invoice

Document Information

Document No. AP To Be Assi...
 Description Expense reimbursement
 Prepared By Anna Belle Martin Workflow ID Adminis...
 Document Date 6/27/2022 Required Date 7/27/2022

Billing/Shipping Information

Bill To Main Ship To Mail

Vendor Information

Vendor ID CPA Main Address: 7100 Highway 360
 Name Williams & Erickso... South Suite 210
 Check Address ID Main Austin TX 78346-5744
 (512)555-5555 Ext (512)555-5555 Ext

Transactions

Item No.	Qty	Units	Date	Description	Type	Price	A...	Fund	Grant	GL	Progr	Dept
Meals	1.00	EA	6/27/...	Meals	N/A	\$59.00				57001		
Item No.	Qty	Location	Description	Class	Category	Sub Ca...	UOM	GL Acct	Vendor	QOH	Price/Cost	
			Air Fare		Air Travel			Employee Expense	EA	57001		0 0.00
			Hotel		Hotel			Employee Expense	EA	57001		0 0.00
			Meals		Meals			Employee Expense	EA	57001		0 59.00
			Mileage		Mileage Reimbursement			Employee Expense	EA	57001	UNAS...	0 0.55
			Rental		Rental			Employee Expense	EA	57001		0 0.00

PDF Viewer

BURRITO BAR
 EST 2011
 AUTHENTIC MEXICAN JOINT
 900 KIRKWOOD AVE
 WEST HOLLYWOOD, CA

HOST: MAURA
 ORDER: 391 11:43 AM

CHICKEN BURRITO \$8.79
 KIDS MEAL - MAKE OWN \$4.99
 LARGE DRINK \$2.19
 DOMESTIC BEER \$4.99

SUBTOTAL: \$20.96
 TAX: \$1.15
 VISA 4932 #XXXXXXXXXX
 AUTHORIZE...

Use Shopping cart to save all expenses related to the reimbursement

Attach backup/receipts for your approvers to review. (Please Note: PDF viewer only available for on-premise)

Option 2- Use shopping cart to save all expenses related to the reimbursement

(Easy setup for all users. Shopping items do not require a distribution code, they can use N/A and code the entry manually on the PO or if using shopping cart to build the PO, they can still use N/A as distribution code.)

Document - To Be Assigned - Workflow Modules Client 2022

Budget Purchase Order/Invoice Inventory Timesheet Maintenance Support

Home Page My Documents Document - To Be Assigned x

Document Type - Accounts Payable Invoice

Document Information

Document No. AP To Be Assign...
 Description Expense Reimbursement
 Prepared By Anna Belle Martin Workflow ID Administrat...
 Document Date 6/27/2022 Required Date 7/27/2022

Billing/Shipping Information

Bill To Main Ship To Main

Vendor Information

Vendor ID CPA Main Address: 7100 Highway 360 South
 Name Williams & Erickson, CP Suite 210
 Check Address ID Main Austin TX 78346-5744
 (512)555-5555 Ext (512)555-5555 Ext

Reason/Justification

Additional Information (User Defined Fields)

Special Instructions/Comme

Transactions

Item No.	Qty	Units	Date	Description	Type	Price	Amount	Di...	Fund	Grant	GL	Progr	Dept	Restriction
N/A	1.00	EA	6/27/2...	Expense Reimbursement	N/A	\$501.98	\$501.98	N...	01	101	57001	101	101	

1.00 \$501.98

Record 1 of 1
 Account Titles - GL-57001 - Office and Other Supplies Expense | Dept-101 - Administration |

CPU/User - LAPTOP-DR9XR001\Anna Belle Martin Organization - 2137 | NPS10005 - Business Partner License, Version: 2022.001.1 MIP Database Server - LAPTOP-DR9XR001\SOLEXPRESS S/M Expire Date - 10/6/2022 MIP sync was successful./MCMS Validated

PDFViewer

1 of 1

Expense Reimbursement

	Fund	Grant	GL	Program	Dept
Parking	\$ 5.50	1	101	56002	101
Meals	\$ 22.11	1	101	56002	101
Gas	\$ 60.01	1	101	56002	101
Hotel	\$ 414.36	1	101	56002	101
	\$ 501.98				

Attach an excel worksheet detailing the travel log

Summarize the expenses on a Microix A/P document

Option 3- Summarize the expenses on a Microix A/P document and attach an excel worksheet detailing the travel log

(Requires no setup and little training if you are already using Microix however, approvers have to open the attachment to review.)

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.

The **AUTO-ATTACHMENT** feature allows employees to email receipts to a general mailbox and Microix will auto-attach to their Microix Documents. [Microix Help Desk - Configure and Test the Auto-Attachment Feature - Knowledge base](#)

LITE PHONE APP that will allow users to create AP/ PO's, take pictures of receipts and submit for approval. **COMING SOON!**

Microix **BATCH SCANNING** is a feature allowing a user to easily upload multiple attachments to a document.

Prerequisite: the local PC must be connected to a working scanner that is compatible with Windows 7 or higher

*Note: Batch Scanning is not compatible with MIP Cloud as it cannot read the customer's scanners through rdp session. An alternative is to use our scan to email feature **AUTO-ATTACHMENT** that can automate the attachments when using MIP Cloud. (In other words, If referring to customer being able to scan directly from a connected flatbed scanner and attach to Microix, it is available for on prem but not for MIP hosting. We are looking into this option for MIP cloud but no ETA yet)*

Here are ways employees can attach their backup/receipts