

The KVS **Workflow** system is an approval workflow process built to work with the KVS General Ledger and Purchasing suite. Permission can be assigned to users for various functions such as receiving, approving and releasing purchase orders and requisitions. The purpose of the Workflow system is to assign users to groups and set up a range of dollar amounts that users within those groups have permission to approve. The e-mail routing feature can be used to notify users within the next approval group when a purchase has been approved by the previous group.

User ID	User Name	Email
LYNNM	LYNN JOHNSON	<input type="checkbox"/>
BLAIR	SMITH, TOM	<input checked="" type="checkbox"/>
STACEYR	STACEY JONES	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

FLEXIBLE APPROVAL GROUPS WITH OPTIONAL SPECIFIED ROUTING OF E-MAILS

MAINTAINS APPROVAL LEVELS FOR ALL GENERAL LEDGER AND PURCHASING PROCESSES

From Amount	To Amount
-99,999,999.00	99,999,999.99

Seq#	Group Code	Description
1	DIRECTOR	DIRECTOR
2	CLERK TREAS	CLERK TREASURER

SPECIFIED TRACKING OF QUOTE REQUIREMENTS TO COMPLY WITH PROCUREMENT POLICY

From Amount	To Amount	Min Quote
5,000.00	10,000.00	1
10,000.01	500,000.00	2