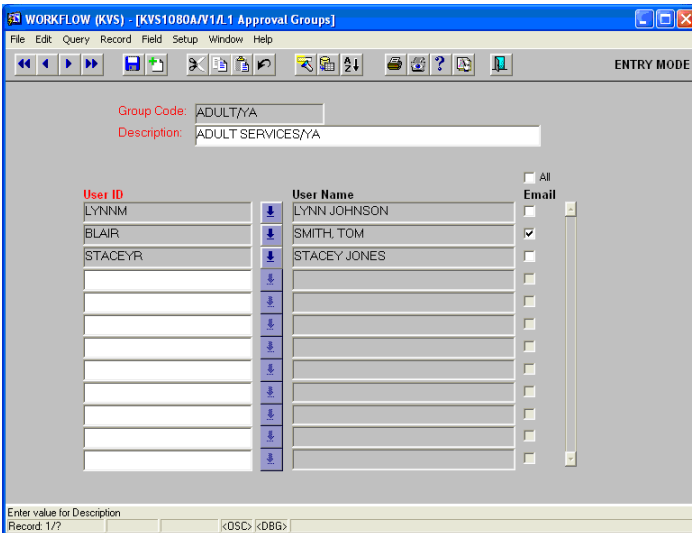


WORKFLOW

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.



APPROVAL GROUPS

FLEXIBLE APPROVAL GROUPS WITH OPTIONAL SPECIFIED ROUTING OF E-MAILS

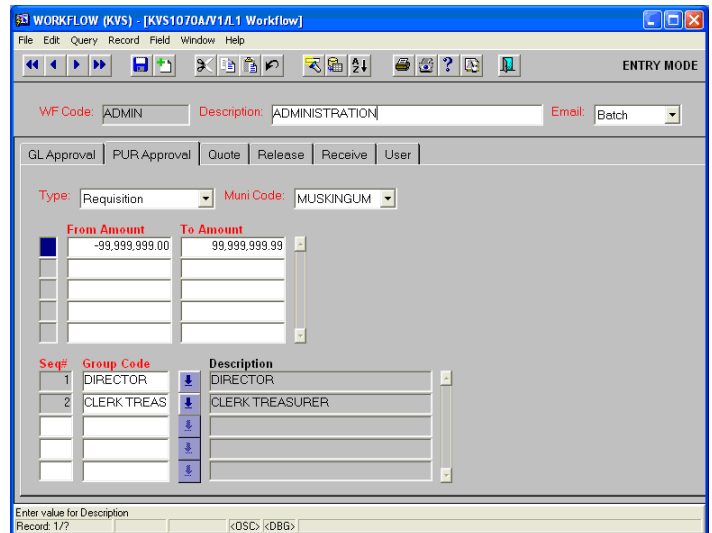
UNLIMITED NUMBER OF USERS THAT CAN BE MANAGED AT ANY TIME

WORKFLOW SETUP

QUICK ADDITION OF INDIVIDUAL USERS TO WORKFLOW

MAINTAINS APPROVAL LEVELS FOR ALL GENERAL LEDGER AND PURCHASING PROCESSES

SIMPLE ABILITY TO SPECIFY USER(S) TO RELEASE AND/OR RECEIVE REQUISITIONS AND PURCHASE ORDERS



SPECIFIED TRACKING OF QUOTE REQUIREMENTS TO COMPLY WITH PROCUREMENT POLICY

UNLIMITED NUMBER OF DOLLAR RANGE SPECIFICATIONS

